



# Robeson Technical College

General Catalog 1985-1987



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# **Robeson Technical College**

Highway 301 North  
P. O. Box 1420  
Lumberton, NC 28359  
(919) 738-7101

General Catalog  
1985-1987  
Volume XI

Robeson Technical College is a tax-assisted, two-year public institution. It is one of 58 schools in the North Carolina Community College System and is a fully accredited member of the Southern Association of Colleges and Schools. RTC is also accredited by the North Carolina Board of Nursing, the North Carolina Board of Cosmetic Arts and Redken Laboratories in Conogo Park, California.

Admission to any and all educational programs offered by Robeson Technical College is made without regard to race, color, sex, religion, age, handicap, or national origin.

## **Directory of Correspondence**

Inquiries concerning aspects of the college's operations and policies should be addressed to the officials listed below:

<b>For Information About:</b>	<b>Write To:</b>
General Matters.....	President
Curriculum.....	Vice President of Technical and Vocational Education
Student Services.....	Vice President of Student Services
Business Operations.....	Vice President of Business Services
Admissions.....	Director of Admissions
Student Records.....	Registrar
Financial Aid.....	Financial Aid Officer
Veterans Affairs.....	Veterans Affairs Officer
Learning Resources Center (Library).....	Director of LRC
Evening Programs.....	Director of Evening Programs
Continuing Education.....	Vice President of Continuing Education
Testing.....	Director of Testing
Student Activities.....	Coordinator of Student Activities
Job Placement.....	Director of Job Placement
Counseling.....	Director of Counseling
Handicapped Services.....	Coordinator of Handicapped Services

Address inquiries to: Robeson Technical College  
P. O. Box 1420  
Lumberton, NC 28359  
Phone: (919) 738-7101

# **Academic Programs Offered**

## **Associate Degree in General Education**

### **General Education Program**

## **Associate Degree in Applied Science**

- Accounting
- Banking and Finance
- Business Administration
- Business Computer Programming
- Early Childhood
- Electrical Engineering Technology (Proposed)
- General Office
- Industrial Maintenance Technology
- Law Enforcement Technology
- Nursing Education Option
- Secretarial-Executive

## **Vocational Diploma Programs**

- Air Conditioning, Heating, and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Carpentry and Cabinetmaking
- Cosmetology
- Electrical Installation and Maintenance
- Industrial Electronics
- Industrial Maintenance
- Machinist
- Masonry
- Welding

## **Certificate Program**

- Developmental Studies

## **Continuing Education Programs**

- General Adult Education
  - Adult Basic Education
  - Adult High School Program
  - High School Equivalency (GED)
  - Learning Laboratory
- Industrial and Community Services Education
  - Occupational Extension
  - Cooperative Skills Training
  - New and Expanding Industry Training
  - Management Development
- Emergency Services Education
  - Health Related Training
  - Emergency Medical Technician
  - Fire Service Training
  - Law Enforcement Training
- Enrichment Education
- JOBS Program



AN AFFIRMATIVE ACTION  
EQUAL OPPORTUNITY INSTITUTION

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# **General Policies**

## **Privacy Rights Act of Parents and Students Public Law 93-380**

Robeson Technical College adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The college provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Technical College may review guidelines and procedures regarding Public Law 93-380 in the Student Handbook, in the office of Admissions, and/or office of Records and Registration.

## **Nondiscrimination Policy**

Robeson Technical College's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the college's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, handicap, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

## **General**

Robeson Technical College publishes this catalog in order to provide students and others with information about the college and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between student and RTC. The college reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

The Student Handbook is also an official publication of the college. Policies, procedures, and regulations may occasionally vary between the two documents. If this does occur, information in the Student Handbook will supersede information in the Catalog, for the Student Handbook is generally a more current publication than the Catalog.

## Academic Calendar 1985-86

### Fall Quarter

August 26	Student Orientation & Registration (Two Sessions: Morning & Afternoon)
August 27	Computer Workday
August 28	Business & Returning Students Registration
August 29	Computer Workday
September 2	Labor Day Holiday
September 3	Classes Begin
October 26-28	Instructors' Conference
November 18	Classes End
November 19	Instructors' Workday

### Winter Quarter

November 20	Registration
November 21	Registration
November 22	Computer Workday
November 25	Classes Begin
November 28-29	Thanksgiving Holidays
December 19-January 1	Christmas Holidays
January 2	Classes Resume
February 25	Classes End
February 26	Instructors' Workday

### Spring Quarter

February 26	Registration
February 27	Registration
February 28	Computer Workday
March 3	Classes Begin
March 31-April 1	Easter Holidays
May 20	Classes End
May 21	Instructors' Workday

### Summer Quarter

May 22	Registration
May 23	Computer Workday
May 26	Classes Begin
July 4	Holiday
August 4	Classes End
August 5	Instructors' Workday
August 6	Commencement Rehearsal
August 7	Commencement
August 11-22	Instructors' Vacation

Fall, Winter, Spring Quarters:

55 days - 50 minute sessions

Summer Quarter:

50 days - 55 minute sessions

## Academic Calendar

1986-87

### Fall Quarter

August 25	Student Orientation & Registration (Two Sessions: Morning & Afternoon)
August 26	Computer Workday
August 27	Business & Returning Students Registration
August 28	Computer Workday
September 1	Labor Day Holiday
September 2	Classes Begin
October 27-28	Instructors' Conference
November 19	Classes End
November 20	Instructors' Workday

### Winter Quarter

November 20	Registration
November 21	Registration
November 24	Computer Workday
November 25	Classes Begin
November 27-28	Thanksgiving Holidays
December 22-January 2	Christmas Holidays
January 5	Classes Resume
February 25	Classes End
February 26	Instructors' Workday

### Spring Quarter

February 26	Registration
February 27	Registration
March 2	Computer Workday
March 3	Classes Begin
April 20-21	Easter Holidays
May 20	Classes End
May 21	Instructors' Workday

### Summer Quarter

May 22	Registration
May 25	Computer Workday
May 26	Classes Begin
July 3	Holiday
August 4	Classes End
August 5	Instructors' Workday
August 6	Commencement Rehearsal
August 7	Commencement
August 10-21	Instructors' Vacation

Fall, Winter, Spring Quarters:  
Summer Quarter:

55 days - 50 minute sessions  
50 days - 55 minute sessions

## Board of Trustees

A. D. Lewis, Jr.....Chairman  
B.C. McBee.....Vice Chairman  
Fred G. Williams.....Secretary

<b>Appointed By Commissioners of Robeson County</b>	<b>Expiration of Term</b>
W. Earl Antone.....	June 30, 1991
B.C. McBee.....	June 30, 1987
Jack W. Morgan.....	June 30, 1985
Pete Ivey.....	June 30, 1989

### Appointed By Robeson County Board of Education

John A. Staton.....	June 30, 1989
A.D. Lewis, Jr.....	June 30, 1987
Guy P. McCormick.....	June 30, 1985
George D. Regan.....	June 30, 1991

### Appointed By Governor of North Carolina

Dr. Janie B. Silver.....	June 30, 1987
L. Harbert Moore.....	June 30, 1991
Glenn A. Maynor.....	June 30, 1985
Mable Revels.....	June 30, 1989

## Administration

### President's Office

Fred G. Williams.....	President
Lola B. Bracey.....	Executive Secretary
Eddie M. Locklear.....	Vice President of Administration & Personnel
Bob Denham.....	Public Information Officer
Carolyn Stephens.....	Resource Development Officer

### Business Office

Rosa W. Cooper.....	Vice President
Carol W. Powers.....	Secretary
Lynn R. Price.....	Accountant
William F. Carter.....	Coordinator of Facilities
Robert Hill, Jr.....	Coordinator of Equipment
Elton B. Hunt.....	Purchasing Agent
Pamela L. Locklear.....	Cashier & Computer Operator
Tammy J. Flowers.....	Accounts Receivable Clerk
Jackie A. Lovette.....	Receptionist

### Student Services

R. Frank Leggett, Jr.....	Vice President
Ruth R. Williams.....	Secretary
Judith A. Revels.....	Director of Admissions & Registration

Sharon Oxendine	Secretary
Anna Maynor	Financial Aid Officer
Mary Roberts	Secretary
Brenda Scott	Director of Career Development
Vonnie Jacobs	Secretary
Mary P. Hughes	Registrar
Drucella Strickland	Veteran Affairs Officer
Nelda Jones	Secretary
Joyce W. Beatty	Director of Counseling & Testing
Donald B. Smith	Placement, Recruiter, SGA Coordinator
Kenny Wilson	Coordinator of Handicapped Services

### **Adult and Continuing Education Services**

Hubert F. Bullard, Jr.	Vice President
Nell Reising	Secretary
Justin Oliver	Director of Industrial & Community Services Education
Donna Gay Melvin	Secretary
Janice Davis	Director of Enrichment Education
Ethel G. Locklear	Secretary
Jimmy Lewis	Director of J.O.B.S. Program
Jeannette Freeman	Secretary, Cont.-Ed & LRC
Sylvia Jones	Instructor of J.O.B.S. Program
William Vile	Director of Emergency Services Education
T. Eugene Mercer	Director of Basic Education
Debra Brooks	Secretary
Cora Brewington	Coordinator of Adult Basic Education
Carolyn Britt	Records Clerk
Brenda Locklear	ABE Recruiter
Mary Stephens	ABE Recruiter
Sandra Johnson	Coordinator of Learning Laboratory
Lugennia Hunt	Assistant Coordinator of Learning Laboratory
Tom Grubb	Visiting Artist

### **Vocational & Technical Education Services**

Max H. Lippard	Vice President
Georgia Moore	Secretary
Ward Wall	Director of Evening Technical & Vocational Programs
Nancy Blue	Secretary
Sarah Brown	Secretary, Educational Assistant
Brenda McKinney	Secretary, Educational Assistant
Anne Bottenfield	Secretary, Nursing
<b>Learning Resources Staff</b>	
Alice Wilkins	Director of Library
Marilyn S. Locklear-Hunt	Evening Library Coordinator
Sammy R. Layell	Audiovisual Coordinator
Margaret A. Locklear	Library Assistant
<b>Graphic Arts</b>	
Jimmy L. Reese	Director of Graphic Arts

## Faculty

John C. Atkinson . . . . .	Business Education
Betty M. Biggs . . . . .	Cosmetology
Betty Joan Bissell . . . . .	English
Sarah M. Britt . . . . .	Business Education
Barbara N. Brown . . . . .	Nursing
William S. Brown . . . . .	Mathematics and Science
Henry Bruce . . . . .	Carpentry
William M. Bryan, Jr. . . . .	Welding
Mary Frances Burns . . . . .	Tutorial Coordinator
Crafton Chavis . . . . .	Mathematics
Charles Clapper . . . . .	Air Conditioning, Heating and Refrigeration
Melford Clark . . . . .	Automotive Body Repair
George Emerick . . . . .	Law Enforcement
Margorie R. Garner . . . . .	Nursing
Linda W. Goldston . . . . .	Business Education
Edythe B. Hill . . . . .	Nursing
Evelyn Hunt . . . . .	Cosmetology
Lewis Hoffman . . . . .	Machinist
Connie B. Ivey . . . . .	Business Education
Helen K. Ivey . . . . .	Business Education
Lois Kinlaw . . . . .	Nursing
Jack M. Klutzz . . . . .	Automotive Mechanics
Rudy Locklear . . . . .	Science
Julius Lowry . . . . .	Welding
Lynda MacLeod . . . . .	Developmental Studies
Pauline H. McNair . . . . .	Developmental Studies
William McNeill . . . . .	Reading Specialist
James Theodore Moore . . . . .	Industrial Electronics
Edward M. Nicholson . . . . .	Psychology
Elizabeth T. Nye . . . . .	Nursing Director
Hilton Oxendine . . . . .	Auto Mechanics
Kenneth W. Pauli . . . . .	English
Marlene Perry . . . . .	Nursing
J.D. Revels . . . . .	Electrical Installation
Donald Sampson . . . . .	Carpentry
Frances L. Scott . . . . .	Vocational Related
Georgia Simpson . . . . .	Business Education
Shaffer F. Smith . . . . .	Electrical Installation
Ellen Warwick . . . . .	Business Education
Curtis K. Watson, Jr. . . . .	Law Enforcement
John Wesley Ward, III . . . . .	Business Education
Elaine Whitfield . . . . .	English

## Maintenance and Custodial Staff

Stacy P. Bullock.....	Supervisor, Maintenance
Boyd A. Humphrey.....	Supervisor, Custodial
Terry L. Barnes.....	Custodian
Willie H. Booth, Jr.....	Custodian
Vickie L. Chavis.....	Custodian
George F. Currie.....	Custodian
Virgie M. Currie.....	Custodian
J. W. Gray.....	Custodian
George K. Jacobs.....	Groundskeeper
Thomas R. Jacobs.....	Custodian
Larry M. Jefferson.....	Custodian
Glenda F. Locklear.....	Custodian
J.T. Malcolm.....	Custodian
Bobby E. Prevatte.....	Groundskeeper
Alma S. Robinson.....	Custodian
Johnny Rogers.....	Custodian
Adrienne F. Stanley.....	Custodian

# General Information



## The Campus

Robeson Technical College is located at the intersection of U.S. 301 and Interstate-95 in Lumberton, making it one of the most visible institutions in the North Carolina Community College system.

Millions of tourists each year travel I-95, catching more than a glimpse of the attractive landscape that makes up the 78 acre campus. Campus facilities occupy more than 80,000 square feet in classrooms, laboratories and offices.

## History of the College

Robeson Technical College was established in 1965 at the Barker Ten-Mile Elementary School seven miles north of Lumberton with R. Craig Allen as director. Twenty students enrolled the first year, 16 in secretarial science and four in automotive mechanics.

The school was named Robeson Technical Institute in 1968 and Allen was selected its first president. During the same year, the school operated through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was also appointed, four by the Robeson County Boards of Education and four by the Robeson County Commissioners.



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“When you talk about our mission, you’re talking about a comprehensive program that serves adults in all walks of life...an institution that provides a broad range of educational opportunities, from teaching adults to read and write — to encouraging men and women to pursue their own personal interests — to preparing students for the world of work through technical and vocational programs. We’re committed to the welfare of business and industry and we play a viable role in the training of public service agencies that deal in law enforcement, rescue and firefighting...One of our greatest assets is our flexibility. We’re able to meet the immediate training needs of any agency or group of people.”

— **President Fred Williams**

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In 1973, the school moved to its present location and was renamed Robeson Technical College in 1980. Three years later, Fred G. Williams, who had served RTC as vice-president of Student Services and later as vice-president of Educational Programs, was named president, becoming only the second person in the college's history to hold that position.

In September 1983, Robeson County voters approved a \$7 million bond referendum designed to finance the construction of four new buildings and major renovations to the RTC campus.

The present campus will more than double in size by the 1986-87 school year.

The college currently serves approximately 10,000 students each year, offering more than 20 curriculum programs as well as hundreds of courses through the Adult Continuing Education division.

### **The Community College System**

Robeson Technical College is one of 58 schools in the North Carolina Community College System. Most of the development of the present day system occurred as a result of the formation of Industrial Education Centers in the 1950s - established to help give North Carolina the skills needed to move from working on the farm to working in industry.

The passage of the Community College Act in 1963 created today's system. The system, the third largest in the United States, is made up of community colleges, technical colleges and technical institutions. Although the names differ, the goals are principally the same: job training.

### **Accreditation**

Robeson Technical College is a tax-assisted, two-year public institution. It is accredited by the Southern Association of Colleges and Schools. Most programs offered by the college have been approved for the enrollment of eligible veterans. The Nursing program is approved by the North Carolina Board of Nursing, and the Cosmetology program by the North Carolina Board of Cosmetic Art Examiners.

### **Library**

The Robeson Technical College Library is conveniently located adjacent to the student lounge. Its attractive, well lighted surroundings are a pleasant place for research, study, or leisure reading. It is well stocked with books, periodicals, newspapers, and audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the college. Audiovisual equipment is housed in the library where it is readily available to instructors and students for classroom or educational use.

The library is staffed by two professional librarians, an audiovisual coordinator, a library assistant, a secretary, and student helpers. Library hours are from 8 a.m. to 10 p.m. Monday through Thursday, and from 8 a.m. to 3 p.m. Friday. The library is closed weekends and holidays. Use of the library is not limited to registered students; anyone interested in using the library is welcome, and borrowing privileges may be obtained simply



by filling out a registration card. Books, periodicals and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a 5-cent per day fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

## **Philosophy, Purpose and Objectives**

Robeson Technical College subscribes to the philosophy that every individual has the right to pursue further education compatible with his/her interests and abilities. Therefore, as an open-door institution, it provides a range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institution helps promote continued industrial, business, and economic growth and assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical College is to make available for adults a broad range of educational opportunities related to individual interests, abilities, and career choices. To fulfill this purpose, the College provides educational opportunities to enable each individual to develop to the maximum extent of his/her abilities. The College will continue to develop programs which will afford the individual the opportunity to understand his/her needs for continued growth and development in the areas of mental and physical health; cultural, social, civic, and moral responsibilities; creative expression; aesthetic appreciation; economic insight; worthwhile leisure activities; career aspirations.

To achieve these purposes, Robeson Technical College has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide two years of general education leading to the Associate Degree in General Education.
3. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
4. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
5. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
6. To provide short-term occupational courses for business and industry or for adults who need retraining or additional job skills.
7. To provide counseling and other guidance services to meet individual needs of the citizens of the area.



# **Student Services**

Robeson Technical College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the college is to provide an environment wherein each student may achieve maximum development intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Technical College are built upon the philosophy and objectives of Robeson Technical College and of the North Carolina Department of Community Colleges.

1. To interpret the college's objectives, opportunities and policies to prospective students.
2. To assist in the implementation of the "Open-Door" philosophy and policy.
3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, upgrading, basic education, or cultural in nature.
4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social-economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students, and the community as well.

It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RTC students, staff and community.

## **Counseling Service**

Counseling services are available to help students gain a better understanding of themselves and their opportunities. Students may choose counseling on a one-to-one basis, or they may choose to participate in a group.

Professional counselors are available to discuss and help students explore any problem areas that they may experience (i.e. personal/social, educational, vocational/career selection, etc.).

Counseling groups that students can participate in include: assertiveness training, study skills, personal growth, habit control, test-taking skills, self-concept development, values clarification, coping with grief, interpersonal relationships, job interview skills, resume writing, etc.

Counseling services are available in the Student Services Department, and students are encouraged to seek counseling on any problem that might adversely affect their chosen academic program. Students may be referred to other agencies if such referrals are deemed beneficial. These areas may include handicapped services, mental health centers, vocational rehabilitation, family service agencies, etc.

### **Academic Advising**

After placement in a program of study, each student is assigned a faculty advisor according to the student's curriculum. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with advisees each quarter in an effort to help them maintain appropriate progress throughout the year. The advisor also helps to identify students who need counseling or specialized counseling services.

### **Testing**

Testing services are available to anyone wishing to find out more about themselves, their abilities and interests. Placement tests are a requirement for admission to curriculum programs. Specialized tests/inventories are administered upon request of students, faculty, or other persons. Testing services are available in the Student Services Department, and there is no charge for any test administered and scored by school officials.

### **Tutorial Services**

Tutorial Services are available to all students day and evening. This program is designed to assist those students who: (1) Request tutoring; (2) Are falling behind in their studies; (3) Are on academic probation and (4) Desire to improve their class standing. The services are free. You may obtain tutorial assistance through the tutorial coordinator, a counselor, or your advisor.

### **Veteran Services**

Information and requests pertaining to veteran affairs can be secured from the Veteran Affairs Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veterans Affairs section of the Student Handbook.

## **Placement Services**

Placement Service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. All students are urged to register with the Placement Office and to complete a placement packet before graduation. Upon request by a prospective employer, a set of the student's placement records is sent to the employer by the Placement Office. Students and alumni are encouraged to use this service as often as they wish.

## **Financial Assistance**

Information and applicants for financial assistance can be secured from the Financial Aid Officer in Student Services. (Refer to Financial Assistance section of catalog.)

## **Communications**

The college publishes a newsletter (NEWSBEAT) and a biweekly bulletin (SCOOP) to help students keep abreast of campus activities and important announcements. Bulletin boards, located throughout the campus, also carry daily announcements and information vital to the student.

## **Health Services**

Robeson Technical College, a commuter college, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his/her parent or guardian. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of an emergency, an instructor or Student Services should be notified immediately.

Confidential records concerning the general health of physical disabilities of students are maintained in the Student Services office. Appropriate faculty members are informed in a confidential manner of special disabilities of students with whom they come into contact when such information may be vital to the welfare of the student.

## **Student Orientation and Transfers**

Orientation is planned to welcome entering students and to provide a smooth and successful adjustment to the school and its personnel. The program is designed to acquaint students with academic policies, co-curricular activities, fellow students, and the school facilities. Orientation for new students takes place each quarter before classes start.

## **Student Handbook**

A student handbook, issued at orientation, is prepared by Student Services with the aid of interested faculty, staff, and student council members. The handbook is a guide for students in acquainting themselves with practices, policies, and procedures of the college. Copies are issued during orientation and are on hand at all times in the Student Services office. It is the

responsibility of each student to know the contents.

## **Student Records**

An official transcript of academic work at Robeson Technical College will be forwarded upon request to schools in which the student seeks or intends to enroll. The first two transcripts requested will be prepared without charge. Additional transcripts will be prepared at a cost of one dollar per copy. No transcripts will be released until the student account is cleared with the Business Office.

Transcripts will not be released to any agency without a waiver being signed by the eligible student making the request.

## **Housing**

The college does not operate dormitory facilities nor does it assume responsibility for housing. Upon request, Student Services will assist students in locating adequate facilities in the area. Final decisions and arrangements are the responsibility of the student and the landlord.

## **Policy Governing Misconduct**

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from Student Services. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion.

## **Graduation**

The Registrar reviews records for each graduate to determine that all requirements and obligations have been met.

### **Requirements and Obligations:**

1. Submit an application for graduating to the Registrar immediately after registering for final quarter of study.
2. Complete all required courses.
3. Have a minimum quality point average of 2.0.
4. Pay graduation fee of \$15. Students approved to graduate in absentia are not exempt from this fee.
5. Have final grades on courses originally graded "I".
6. Must meet financial obligations to the school. This includes graduation fee or any other financial debt to the school (i.e. business office, library).
7. Complete a placement packet in the placement office.
8. Commencement exercises are held in August at the end of the fourth quarter. Any student who graduates at the end of the first, second or

third quarter should pay their graduation fee upon completion of all required courses. Graduates who do not pay this fee will be denied transcript services until such time it is paid.

## **Diplomas**

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Registrar's office within 90 calendar days after graduation.

The replacing of a diploma for any reason after that time will be at the student's expense.

## **Honors**

The Dean's List and President's List are published at the end of each quarter. Full-time students who have made all B's and above qualify for the Dean's List. Students who achieve a 4.0 average qualify for the President's List.

Graduates who have cumulative averages of 3.5 and above are recognized at Commencement as graduating with honors.

Commencement marshals consist of the seven students from degree (two year) programs with the highest academic averages at the end of the spring quarter when at least one half of their academic requirements toward graduation have been completed. No student shall serve as a marshal more than one time in the same program of study. The chief marshal shall be the senior student (rising or current who meets the criteria stated above) with the highest academic average.

## **Awards**

Each year at commencement, several companies, businesses, and/or persons present awards to outstanding graduates.

# **Student Activities**

## **Student Government**

The Student Government Association is comprised of all curriculum students who are enrolled at Robeson Technical College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences in the Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers special projects, student insurance and socials and dances.

## **Dances**

Several dances under the sponsorship of the SGA are held each year. A portion of the activity fee is budgeted to cover costs.

## **Field Day**

SGA sponsors an annual Field Day and schedules competitive outdoor activities, sports, and a cookout.

## **Student Publications**

Student publications must be approved and sanctioned by the Student Government Association and Administration.

Control of student publications is maintained by the SGA and the Administration. Misuse or abuse of such publications may cause the termination or abolishment of a designated publication.

## **Athletics**

Athletics are available on a limited basis at RTC. An intramural program is encouraged. The RTC campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

## **Special Events**

The Student Government may sponsor other activities such as films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

## Clubs

The Student Government Association sponsors formation of clubs according to student interest. Information may be secured from Student Services or the SGA President.



# Admissions Policy

Robeson Technical College maintains an "open door" policy for all applicants who are high school graduates or who have reached their 18th birthday, and who can profit from further education. The college serves all students regardless of race, color, creed, sex, handicap, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

## Degree and Diploma Programs

### ADMISSION REQUIREMENTS

#### Associate Degrees in Applied Science and General Education (two years):

1. High school graduate or the equivalent (applicants with equivalency certificates must meet minimum requirements set by North Carolina). A high school certificate is not an acceptable substitute for the diploma.
2. Application
3. Transcript of previous education
4. Complete **standardized test battery**
5. Complete medical history form
6. Complete **residency** form
7. Counseling interview, where applicable
8. Must be in acceptable **physical and mental health**
9. Additional requirements for Associate Degree Nursing Program
  - a. Completion of prerequisite courses: **First Level** (persons entering at the Licensed Practical Nurse level) - Math for Nurses and Grammar; **Second Level** (persons who are already Licensed Practical Nurses) - Math for Nurses, Grammar, General Psychology, Human Growth and Development, Composition, Microbiology, and Introduction to Associate Degree Nursing.
  - b. All transfer work must be from an accredited institution.  
**Please note: Math for Nurses will not transfer to RTC.**
  - c. A medical and dental exam by a physician (forms provided by the college).
  - d. Proof of recent innoculations for tetanus.
  - e. Submit three letters of recommendation (forms provided by the college).
  - f. Nursing students must purchase malpractice insurance.  
Coverage on a group plan is available at an annual rate of \$12. The rate may vary from year to year.
  - g. Must purchase uniform attire. (Forms provided by the college.)

- h. Upon satisfactory completion of the first year of the program, all students are encouraged to take the licensure examination for LPNs administered by the State Board of Nursing for North Carolina.
- i. Must possess desirable personal qualities that include motivation, enthusiasm, and potential for the development of aptitudes needed for future employment in the practice of Registered Nursing.
- j. Final interview with the Admissions Committee after all requirements have been completed satisfactorily.

10. Additional requirements for the second level of the Associate Degree Nursing Program:

- a. Must be a graduate of an accredited Practical Nurse program.
- b. Must have passed the State Board Exam for nurses (provide copy of State Board scores).
- c. Must furnish proof of licensure as a Licensed Practical Nurse in the State of North Carolina.
- d. Attend a three-week orientation session to the nursing program by the nursing faculty.(NUR 200)
- e. Complete comprehensive nursing exams in the following areas:
  1. Medical-Surgical Nursing
  2. Pediatric Nursing
  3. Obstetric Nursing
  4. Math for nurses

#### **Diploma and Certificate Programs (One Year):**

- 1. High School graduate or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
- 2. Application
- 3. Transcript of previous education
- 4. Complete **standardized test battery**
- 5. Complete **medical history form**
- 6. Complete **residency form**
- 7. Must be in acceptable physical and **mental health**
- 8. Counseling interview, where applicable
- 9. Additional requirements for **Cosmetology**:
  - a. High school graduate or the equivalent
  - b. Medical examination by a physician within 30 days prior to registration
  - c. Serological lab test, tuberculin skin test, or chest x-ray within 30 days prior to registration.

Early application is recommended to allow for adequate time for processing and to increase the opportunity for entry into programs of limited enrollment.

## **Special Credit Students**

Adult students may be admitted under special provision that allows them to take up to 10 quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed 10 quarter hours of work before credit is to be granted. In addition, a student may continue to be classified as "special credit" if his objective is other than that of completing a certificate, diploma, or degree program at Robeson Technical College.

All special credit students will register with one of the following codes: College Transfer - C301 College Special Studies, General - G301 General Special Studies, Technical - T301 Technical Special Studies, Vocational - V301 Vocational Special Studies

Students who do not earn a "C" or better average on the first 10 credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

## **Foreign Students**

Foreign students must meet the same admission requirements as other students. Included with the application should be a transcript from an authorized school or university; a translation must be provided.

## **Special Admission Procedures For High School Students**

To enroll the student must be at least 16 years of age.

The student should first obtain written approval or recommendation from the superintendent or other designated administrative officer having responsibility over the high school he/she attends.

This letter/recommendation should be brought to the RTC Admission Office for college approval. The student will then return a copy of the letter to the designated high school official.

If approval is granted, the college will advise the student of registration times and procedures. The student will be required to pay regular Robeson Technical College tuition and fees. No financial aid is available.

## **Transfer Students**

Transfer students who have earned as many as 12 quarter hours of credit in other institutions of higher education may not be required to take the placement test. This will be determined based on the program the student wishes to enter and evaluation of all transcripts showing previously earned credit.

## **Returning Students or Readmission**

Any student who interrupts his/her educational program by not registering

for one or more regular terms of course work, or has graduated and wishes to enroll in another program, must reapply to the college through the Admissions Office and be approved by that office.

### **Notice of Admission**

The applicant will be informed by the Admissions Office of his/her admissions status as soon as possible after all credentials have been received. Once the credentials have been evaluated and approved, the admitted student will be sent a pre-registration ticket that must be presented at the time of registration for designated quarter.

### **Placement Test Schedule or Entrance Exam**

The placement test is administered on campus the first and third Tuesday of each month at 6:30 p.m. All persons (except Associate Degree Nursing applicants) registering for 12 or more credit hours must take the entrance exam. However, all ADN applicants are required to take an exam, and will be notified by the Director of Testing of the date and time of the exam. No fee is charged to take the exam.

### **Credit by Transfer**

Robeson Technical College may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTC courses.

All applicants wishing to have credits transferred from another institution to RTC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended.

Any exception to this procedure must be approved by the Vice Presidents for Student Services and Technical/Vocational Programs. An evaluation to determine the transfer credit allowable will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record. Transferring students must complete up to the equivalent of one quarter of work at Robeson Technical College in the degree or diploma program they plan to complete at Robeson Technical College.

### **Transfer to Other Colleges**

Students who wish to transfer from one college to another, or to any other institution, should make application at the Registration and Records Office for a transcript 10 days before it is needed. We do not issue or reproduce transcripts from other institutions. Requests for transcripts of work taken at other institutions must be directed to the institution concerned. Scholastic records of work completed at Robeson Technical College are free of charge and issued upon student request.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit work completed in the technical college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

### **Special Conditions**

Any person who has been convicted of violations of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical College except with the permission of the Director of Admissions and Registration, Vice President of Student Services, and the Board of Trustees of Robeson Technical College.

Any person who has been indicted for violation of the North Carolina Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N.C. Uniform Narcotic Drug Act will have his application for admission to Robeson Technical College held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his/her representative.

### **Registration**

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Admissions and Registration and through the appropriate educational services office, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

# Student Finances

## Expenses

Robeson Technical College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

### Tuition Fees

Full-time (12 or more credit hours)	Part-time (less than 12 credit hours)
In-state ..... \$ 51.00	\$ 4.25 per credit hour
Out-of-state ..... \$255.00	\$21.25 per credit hour

## Residency Requirements

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at RTC. Residing outside the state while in military service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual To Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes."

Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in Student Services, the Business Office, and the Library.

## Student Activity Fee

For fall, winter and spring quarters, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$6 student activity fee per quarter.

Part-time students will pay activity fees according to the following schedule.

- 1- 4 Quarter Credit Hours-\$2
- 5- 7 Quarter Credit Hours-\$3
- 8-11 Quarter Credit Hours-\$4

For summer quarter, each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable in the above stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time and part-time curriculum students, \$1 per quarter of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session. NOTE: The policy does not cover transportation to and from school.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, i.d. cards, and other activities.

### **Graduation Fee**

A graduation fee of \$15 is charged each prospective graduate. This fee is paid during the student's final quarter of study at RTC prior to graduation exercises. This fee is not refundable.

### **Breakage Fee**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

### **Refund Policy**

Tuition refund for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5 or less. The student activity fee is non-refundable. In cases where the courses of curricula fail to materialize, all the student's tuition and activity fee shall be refunded.

### **Textbooks**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$65 for diploma programs and \$90 for degree programs.

### **Business Office**

The payment of fees, sale of books, supplies and materials, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8 a.m. to 5 p.m. Monday through Thursday, and 8 a.m. to 3 p.m. Friday.

Bookstore hours are from 10:30 a.m. to 7:30 p.m. Monday through Thursday.

Unpaid obligations to this office become a part of the student's school records until they are cleared.

### **Late Registration Fee**

A late registration fee of \$5 will be charged students who register after the announced registration time. The late registration fee is not refundable unless there is an institutional error.

### **Student Insurance**

Accident insurance covering the student during school hours is currently available each quarter. The cost is covered from the activity fee for all students, full-time and part-time, the payment of which has been approved by the Student Government Association. It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office for more information concerning coverage. All claims should be reported to the Business Office.

### **School Ring**

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Records Office and subsequent approval must be obtained prior to placing orders.

### **Commencement Invitations**

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

### **Transcript Fee**

Two transcripts of the student's record are furnished free. Additional copies are \$1 each.

# **Student Financial Aid**

Robeson Technical College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at RTC is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office.

## **Types of Financial Aid**

### **GRANTS**

#### **Pell Grants**

Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Pell Grant is a gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Pell Grant funding is determined by federal appropriations.

Pell Grant application forms are available from Pell Grants, P. O. Box 4101, Iowa City, Iowa 52244; or from the Financial Aid Office, RTC, Lumberton, N.C. 28359.

Pell Grant will mail to you, at the address you list on the form a three-

page document called a "Student Aid Report." This report tells you whether or not you are eligible and instructs you to take all three copies of this form to the Financial Aid Office at the school you will be attending.

For you to receive a Pell Grant Check, RTC must have all three copies of the Student Aid Report.

Forms received by the Financial Aid Office before August 1 will be processed in time for you to be approved at the fall quarter registration. You must not owe a refund for grants previously received for educational purposes. You must be maintaining satisfactory progress (See grading scale).

#### **North Carolina Student Incentive Grant (NCSIG)**

Legal residents of North Carolina accepted for enrollment in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received no later than May 1. Applications received after May 1 will be processed if funds are available. The program is administered through the N.C. State Education Assistance Authority by College Foundation, Inc.

#### **Supplement Educational Opportunity Grant (SEOG)**

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. SEOG funds are awarded on a first-come, first-served basis to students based on need.

In order to be considered you must be an undergraduate student who has not previously received a Bachelor's Degree.

You must be enrolled or accepted for enrollment on at least a half-time basis and be making satisfactory progress in the course of study you are pursuing.

You must be a United States Citizen or a permanent resident. To apply, you must complete and turn in a Student Aid Report.

## **LOANS**

#### **College Foundation, Inc. (Federally Insured Loans)**

Legal residents of North Carolina enrolled full-time may borrow through College Foundation for undergraduate study or vocational-technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is nine percent simple interest. Applications should be received by College

Foundation at least 90 days prior to the beginning of a school term to ensure notification before registration. For more information, contact the Financial Aid Office.

#### **Nursing Loans**

Loans are available to students enrolled in the Associate Degree Nursing Program. The maximum amount that may be received is \$2,500 for each full academic year. Maximum amount is \$5,000 for two years.

Loans are administered by the Department of Human Resources, Raleigh, N.C.

#### **Southeastern General Hospital Loans**

A limited number of loans are available to students enrolled in the ADN program through Southeastern General Hospital. Students should contact the Financial Aid Office at RTC for specifics concerning these loans.

## **EMPLOYMENT**

#### **College Work Study**

The College Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RTC students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 15 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

## **OTHER PROGRAMS**

#### **G.I. Bill**

The G.I. Bill is designed to provide educational benefits for servicemen and women once they leave the military and enter the civilian life.

Benefits must be used within 10 years of the date of discharge. The number of months you are eligible for benefits is determined by the number of months of service. This is based on 1½ months of benefits for each month of active duty up to a maximum of 45 months of benefits.

The amount you will receive each month depends on your course load and your number of dependents. For more information, contact the Veterans' Affairs Office in Student Services.

Veterans Administration regulations require that all transcripts of the veteran student be evaluated and credit granted where applicable. Therefore, all veterans must furnish the admissions office and the veteran office with transcripts of all previous educational efforts prior to initial certification.

### **War Orphan Program**

The War Orphan Assistance Program is a federal program that provides funds for the education of children, wives, and widows of veterans who died or were permanently and totally disabled as the result of service in the Armed Forces. To apply, contact the Office of Veterans' Affairs in Student Services.

### **North Carolina War Orphan Program**

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Veterans' Affairs in Student Services.

### **Vocational Rehabilitation**

The Vocational Rehabilitation Program provides educational assistance for individuals with physical or mental disabilities.

Eligibility is determined by a general medical examination from a medical doctor in accordance with the Vocational Rehabilitation Program. (For further information on eligibility, consult your Vocational Rehabilitation Office.)

### **Social Security**

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. A curriculum student must be taking a minimum of 12 credit hours per quarter to qualify. Learning Lab and/or high school students must attend a minimum of 20 contact hours per week. Contact the nearest Social Security Office for further information.

### **Jobs Training Partnership Act (JTPA)**

Funds may be available to students from low-income families through the Robeson County Department of Human Resources. JTPA pays for tuition, fees, books, and helps the student to become gainfully employed.

### **Lumbee Regional Development Association**

Funds are available for students from low-income families through LRDA. The student is paid a training allowance plus the cost of tuition and fees. Contact the LRDA offices in Pembroke, N.C.

### **Migrant and Seasonal Farmworkers Association**

Funds are available for students from low-income families through MSFA. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Migrant and Seasonal Farmworkers Association offices in Fairmont or Red Springs, N.C.

### **National Guard Tuition Assistance Program**

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RTC. Contact your local unit for information.

### **Institutional Grants and Scholarships**

A number of grants and scholarships are offered to students attending Robeson Technical College by civic organizations, service clubs, and individual donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Officer. The committee meets periodically to consider request and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Officer in Student Services.

### **For More Financial Aid Information**

For more information on the above Financial Aid Programs, see the **Student Financial Aid Booklet**.

# Academic Procedures

## Regulations and Requirements

Each student enrolled in a degree, diploma or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 quality point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted on which final grades have been received in the student's program of study. All courses attempted are considered to be part of the student's program of study when determining academic progress.

## Cumulative Academic Eligibility Standards

For minimum academic progress toward successful completion of a program of study, a student must maintain the following minimum quality point average in relation to the number of credit hours attempted.

### Two-Year Curricula

<b>*All Quarter Hours Credit Attempted</b>	<b>Quality Point Average</b>
0-22	1.3
23-42	1.5
43-62	1.7
63-81	1.9
82-100	2.0
101-over	2.0

### One-Year Curricula

<b>*All Quarter Hours Credit Attempted</b>	<b>Quality Point Average</b>
0-24	1.3
0-18 (Developmental Studies Only)	1.3
25-44	1.6
19-30 (Developmental Studies Only)	1.6
45-63	1.9
31-43 (Developmental Studies Only)	1.9
64-over	2.0
44-over (Developmental Studies Only)	2.0

## To Graduate - 2.0 Quality Point Average Required

\*Students are encouraged to maintain a record with their total hours

attempted at RTC to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the above table.

This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical College and certification to the Veterans Administration, Social Security Administration, Division of Vocational Rehabilitation, student grant, loan, scholarship, and financial aid agencies, as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a Department Bulletin.

Each student enrolled in RTC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RTC's catalog. Furthermore, students are required to consult with their advisors once a quarter concerning academic progress.

### **Academic Advisement**

Students whose cumulative grade point average falls below those listed in the scale will be placed on academic advisement. This will not be a probation status. The student will be required to consult with his faculty advisor and counselor to review academic progress and plan a strategy for improving academic progress.

The Registrar will provide counselors with a list of students not making satisfactory progress each quarter.

### **Academic Probation**

Any student who falls below the specified minimum at the end of the quarter following academic advisement will be placed on academic probation for the following quarter. Students will be required to meet with their academic counselor while on academic probation.

A student on academic probation will not be allowed to participate in extracurricular activities. These activities include: holding an office in the student government association, or any other activities which require the student to represent RTC officially.

A student who has been on probation for one quarter may be required to reduce his course load. This may be required until the probationary status is removed. Students may be required to further reduce their course load, choose another program of study, or register for Developmental Studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative toward fulfillment of his or her chosen educational goal.

## **Academic Suspension**

Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one quarter following his quarter of academic advisement may be suspended from his/her program.

Academic suspension will be for one quarter. At the end of one quarter, the student may reapply for readmission. Students who do not attain the required quality point average for two quarters following reinstatement to the college may be suspended permanently.

Student may appeal notice of suspension to the Vice President for Student Services. The vice president will meet with student, student's counselor, and faculty advisor.

## **Quarter System**

Robeson Technical College is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately 11 weeks in length. The college is in session five days and four nights a week.

## **Class Schedule**

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 10:30 p.m. Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 3 p.m.

## **Contact Hours**

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

## **Credit Hours**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

## **Attendance Policy**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the student's official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. Adult students have many responsibilities, and an occasional absence might be absolutely necessary. However, such absences in no way lessen the student's responsibilities for meeting the requirements of the class. Students are responsible for making up any missed class assignments.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees and attend one or more classes. Students shall maintain attendance, until one of the following occurs:

1. Student withdraws.
2. Administrative withdrawal
  - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
  - b. Consecutive absences due to extreme emergencies without personal contact, or telephone contact with instructor, for a period exceeding 10 school days.
  - c. The instructor is reasonably assured that the student does not intend to pursue the learning activities of class.
  - d. Student completes the minimum objectives stated for the class, or transfers to another class.

### **Tardies**

A tardy is defined as a student entering class after the roll call or instruction begins. Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class. Three tardies constitute one absence.

### **Credit by Examination**

Advanced placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Exception: Proficiencies are not given in English 022, 102, 103, 105, 106, 204, and 1102. Under no circumstances will credit be given when the challenge examination grade is less than "C." Total credits earned by examination shall not exceed 25 credit hours.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination.

The following procedures will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
  - a. Persons who have taken the proficiency examination previously.
  - b. Persons who have either enrolled in and/or dropped from the course.
  - c. Persons who were enrolled in and failed the course.
  - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is

offered, except when permission is granted by the instructor, Vice President for Student Services, and the Vice President for Technical/Vocational Programs.

2. Make application to the Vice President for Student Services for the proficiency examination.
3. The Vice President for Student Services will review the student's background and make a recommendation to the Vice President for Technical/Vocational Programs. Because of specific program or course requirements, credit for certain courses may not be eligible for proficiency examination.
4. The Vice President for Technical/Vocational Programs will evaluate the application. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. Once approved, all examinations must be completed within the time designated by the Vice President for Technical/Vocational Programs.
5. After evaluation of the examination by the instructor, it will be forwarded to the Vice President for Technical/Vocational Programs with appropriate recommendations.
6. The Vice President for Technical/Vocational Programs will certify to the Vice President for Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office. A green data card will be given to the student by Student Services after fees have been paid. This card will be given to the appropriate instructor by the student.

### **Drop/Add Procedures and Withdrawal**

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No grade penalty will be incurred for dropping a course within first four scheduled days of the quarter.
2. A student adding a course will be responsible for all makeup work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form. It must be signed by the advisor or appropriate instructors.

Any student dropping a course after 10 class days with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F") However, a student not

having a "C" average and having a bona fide reason for withdrawal may receive a "WP" if approved by the Vice President for Technical/Vocational Programs. Appeals should be made within two weeks of the date of withdrawal.

If a student drops at the beginning of a course and the instructor is unable to evaluate a grade, a "W" may be given. A "W" is a nonpunitive grade and will have no effect on QPA standing.

A student withdrawing from the college during the academic year must consult with his faculty advisor and secure a withdrawal form. If the student should find it necessary and not be able to meet with his advisor, he should then contact a Student Service counselor to obtain the withdrawal form. To complete an official withdrawal, the student must obtain the instructor's signature, along with a grade, and return the withdrawal form to the Registrar's Office.

### **Grading System**

The 4.0 Quality Point Average system is used to calculate student grade averages.

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points Per Credit Hour</b>
A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	70-76	Poor, but passing
F	Below 70	Failure
W		Withdrew
WP		Withdrew passing
WF		Withdrew failing (Computed as failure)
I		Incomplete, Work must be completed within 6 weeks of next quarter other- wise F will be recorded
AU		Audit; enrollment as a special or non-credit student
CP		Credit by proficiency

## Example of Computing Quality Points Earned

Course	Credit	Grade	Quality Points Per Credit Hour	Grade Points Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	<u>1</u>	D	1	<u>1</u>
	20			48

The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

### Auditing Courses

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

### Repeating Courses to Raise Grade Point Average

To raise a grade F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used computing the QPA standing. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed.

### Grade Reports

Grade slips will be mailed to students at the close of each quarter.

### Change of Name and/or Address

In order that official records may be kept up-to-date, change in name and/or address must be reported immediately to the Student Services office.

### Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled term.

## **Financial Obligations**

Students records will not be released until financial obligations are cleared by the student.

## **Re-enrollment**

To re-enroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmissions must be cleared through the Director of Admissions Office.

## Educational Programs



## **GENERAL EDUCATION (Associate Degree)**

The Associate Degree in General Education program is essentially a two-year residential program in which a student may complete all work toward an associate degree. It is a program of general education beyond high school for those students who desire a basic exposure to the areas of English, literature, fine arts and philosophy, social science, science and mathematics but who would like to tailor their programs to personal interests rather than to specific professional requirement.

The Associate Degree in General Education is designed primarily for adults who wish to begin work toward a college degree or to continue a degree program started at an earlier date. Adults who want to explore a subject for their own enrichment and pleasure may enroll as special students, i.e., those who are not seeking a degree; such students may elect to take only one course each quarter, during the day or evening, in the General Education program. Classes are scheduled during the day and at night so that employed persons may attend. Each General Education program student is offered special assistance in planning his educational program and in relating his/her program to his/her personal goals.

Courses offered in the program are college level. Elective courses outlined in this program will be accepted as electives at the gaining institution. Individual major requirements at the gaining institutions must be completed.

Graduates of the Associate Degree in the General Education program may elect to transfer to a four-year college or university to pursue a baccalaureate degree. Many four-year schools will accept full credit earned in the associate degree program; however, students planning to transfer associate degree credits should plan their program to fit the requirements of the gaining college or university.

### **Faculty**

Faculty for the Associate Degree program in General Education are academically prepared to provide collegiate-level education in their major area of study.

All faculty teaching in the social sciences, natural sciences, humanities, creative or applied arts, and technical areas have appropriate masters degrees.

## General Education G-020

			Hours Per Week	Hours	
			Class	Lab	Credit
<b>Fall Quarter</b>					
ENG 105	Composition		5	0	5
BIO 103	Biology I		4	2	5
HIS 105	American History		5	0	5
			14	2	15
<b>Winter Quarter</b>					
ENG 106	Composition		5	0	5
MAT 110	Fundamentals of College Math		5	0	5
BIO 104	Biology II		3	2	4
HIS 106	American History		5	0	5
			18	2	19
<b>Spring Quarter</b>					
MUS 101	Music Appreciation		5	0	5
ENG 204	Fundamentals of Speech		5	0	5
ENG 108	American Literature		5	0	5
MAT 111	College Algebra		5	0	5
			20	0	20
<b>Fall Quarter</b>					
PHY 101	Physics		3	2	4
ENG 107	World Literature		5	0	5
ART 101	Art Appreciation		5	0	5
			13	2	14
<b>Winter Quarter</b>					
PHY 102	Physics		3	2	4
ECO 102	Economics		3	0	3
POL 210	American Government		5	0	5
			11	2	12
<b>Spring Quarter</b>					
PSY 101	Introduction to Psychology		5	0	5
SOC 201	Principles of Sociology		5	0	5
*Electives					4
			10	0	14

\*Electives: Any technical course in the Business Education area.

## **Associate Degrees in Applied Science**

Courses in the Associate Degree level programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in business, industry, government, and as owner-operators of their own businesses.

These curricula require two years of completion. Students enrolled in these programs, in addition to taking courses that are occupational in nature, take general education courses in the areas of English and social science. Even though these curricula programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university for transfer credit.

**An Associate in Applied Science Degree is awarded students completing these programs:**

- Accounting
- Banking and Finance
- Business Administration
- Business Computer Programming
- Early Childhood Associate
- Electrical Engineering Technology
- General Office
- Industrial Maintenance Technology
- Law Enforcement Technology
- Nursing Education Option,  
(Practical and Associate Degree)
- Secretarial - Executive



# ACCOUNTING

## Curriculum Description

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individuals for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### Job Opportunities

**Entry Level - Accountant, Estimator, Bookkeeper I, Bookkeeping-Machine Operator I, Accounting Clerk**

**Advanced Level - Budget Accountant, Cost Accountant, Property Accountant, Systems Accountant, Bookkeeper II, Bookkeeping-Machine Operator II**

### Accounting T-016

		Hours Per Week		
		Class	Lab	Hours Credit
<b>Fall Quarter</b>				
ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 109	Business Mathematics	5	0	5
EDP 104	Survey of Data Processing	3	0	3
BUS 102	Typewriting I	2	3	3
		18	3	19
<b>Winter Quarter</b>				
ENG 102	Composition	3	0	3
EDP 121	Data Processing Math	3	0	3
BUS 120	Accounting I	3	2	4
ECO 102	Economics I	3	0	3
EDP 109	BASIC I	2	4	4
		14	6	17
<b>Spring Quarter</b>				
ENG 103	Report Writing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	3	2	4
ECO 104	Economics II	3	0	3
EDP 110	BASIC II	2	4	4
		14	6	17

**Summer Quarter**

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
EDP 205	Computerized Accounting	2	3	3
BUS 110	Office Machines	1	2	2
		12	7	15

**Fall Quarter**

ENG 206	Business Communications	3	0	3
BUS 123	Business Finance I	3	0	3
BUS 222	Intermediate Accounting I	3	2	4
BUS 225	Cost Accounting	3	2	4
EDP 217	Software Applications	1	2	2
		13	6	16

**Winter Quarter**

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
BUS 223	Intermediate Accounting II	3	2	4
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		16	7	19

**Spring Quarter**

SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 224	Intermediate Accounting III	3	2	4
EDP 218	Data Base Management System	2	4	4
		11	6	14

**ACCT-Required Credit Hours for Graduation****117**

# BANKING AND FINANCE

## Curriculum Description

The purposes of the Banking and Finance curriculum are: (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices, teller operations, lending and collections procedures, financial analysis, marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking and finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

## Job Opportunities

**Entry Level** - Accounting Clerk, Teller, General Clerk, Collector and Adjuster

**Advanced Level** - Branch Manager, Departmental Manager, Advertising Departmental Manager, Budget Departmental Manager, Personnel and Training, Banking Staff Assistant

## Banking and Finance T-112

		Hours Per Week		Hours Credit
		Class	Lab	
<b>Fall Quarter</b>				
BUS 109	Business Mathematics	5	0	5
ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting I	2	3	3
		15	3	16
<b>Winter Quarter</b>				
BUS 120	Accounting I	3	2	4
*ENG 102	Composition	3	0	3
*BUS 110	Office Machines I	1	2	2
AIB 202	Principles of Bank Operations	4	0	4
		11	4	13

**Spring Quarter**

*BUS 121	Accounting II	3	2	4
*ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
ECO 102	Economics I	3	0	3
		12	2	13

**Summer Quarter**

*BUS 116	Business Law II	3	0	3
ECO 104	Economics II	3	0	3
AIB 209	Installment Credit	4	0	4
EDP 104	Introduction to Data Processing	3	0	3
		13	0	13

**Fall Quarter**

ENG 204	Fundamentals of Speech	5	0	5
SOC 215	Interpersonal Relationship and Communications	3	0	3
AIB 210	Money and Banking	4	0	4
DMK 132	Sales Development	5	0	5
		17	0	17

**Winter Quarter**

AIB 233	Analysis of Financial Statements	4	0	4
PSY 206	Applied Psychology	3	0	3
AIB 205	Bank Management	4	0	4
BUS 209	Real Estate Finance	5	0	5
		16	0	16

**Spring Quarter**

AIB 203	Bank Investments	4	0	4
AIB 235	Loan and Discount	4	0	4
SSC 201	Social Science	3	0	3
	ELECTIVE	3	0	3
		14	0	14

**BF-Required Credit Hours for Graduation**

102

**\*PREREQUISITE REQUIRED**

# BUSINESS ADMINISTRATION

## Curriculum Description

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

## Job Opportunities

**Entry Level** - Purchasing Agent, Sales Manager, Public-Relations Representative, Sales-Service Promoter, Training Representative, General Supervisor, Credit Card Operations Manager, Operations Officer, Loan Officer, Volunteer Services Supervisor, Customer Services Manager, Residence Supervisor.

**Advanced Level** - Personnel Manager, Credit & Collection Manager, Customer Service Manager, Branch Manager, Production Superintendent, Traffic Manager, Credit Union Manager, Housing Project Manager, Market Manager, Loan Counselor, Office Manager, Department Manager, Warehouse Manager.

## Business Administration T-018

		Hours Per Week	Hours Credit
		Class	Lab
<b>Fall Quarter</b>			
ENG 101	Grammar	5	0
BUS 101	Introduction to Business	3	0
BUS 109	Business Mathematics	5	0
EDP 104	Survey of Data Processing	3	0
BUS 102	Typewriting I	2	3
		18	3
			19
<b>Winter Quarter</b>			
ENG 102	Composition	3	0
EDP 121	Data Processing Math	3	0
BUS 120	Accounting I	3	2
ECO 102	Economics I	3	0
EDP 109	BASIC I	2	4
		14	6
			17

**Spring Quarter**

ENG 103	Report Writing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	3	2	4
ECO 104	Economics II	3	0	3
EDP 110	BASIC II	2	4	4
		14	6	17

**Summer Quarter**

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
EDP 205	Computerized Accounting	2	3	3
BUS 110	Office Machines	1	2	2
		12	7	15

**Fall Quarter**

ENG 206	Business Communications	3	0	3
BUS 123	Business Finance I	3	0	3
BUS 274	Labor Relations	3	0	3
BUS 125	Personal Finance	3	0	3
EDP 217	Software Applications	1	2	2
		13	2	14

**Winter Quarter**

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
DMK 120	Marketing	3	0	3
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		16	5	18

**Spring Quarter**

SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 247	Fundamentals of Risk and Insurance	3	0	3
BUS 271	Office Management	3	0	3
EDP 218	Data Base Management Systems	2	4	4
		14	4	16

**BA-Required Credit Hours for Graduation****116**

# BUSINESS COMPUTER PROGRAMMING

## Curriculum Description

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

## Job Opportunities

**Entry Level - Computer Programmer, Computer Programmer Trainee, Information Systems Programmer, Process Control Programmer, Detail Programmer**

**Advanced Level - Data Processing Manager/Supervisor, Computer Operations Manager/Supervisor, Chief Business Programmer, Data Processing Programmer/Analyst**

## Business Computer Programming T-022

		Hours Per Week	
		Class	Lab
<b>Fall Quarter</b>			
ENG 101	Grammar	5	0
BUS 101	Introduction to Business	3	0
BUS 109	Business Math	5	0
EDP 104	Survey of Data Processing Systems	3	0
BUS 102	Typing I	2	3
		18	3
			19
<b>Winter Quarter</b>			
ENG 102	Composition	3	0
EDP 121	Data Processing Math	3	0
BUS 120	Accounting I	3	2
ECO 102	Economics I	3	0
EDP 109	BASIC I	2	4
		14	6
			17
<b>Spring Quarter</b>			
ENG 103	Report Writing	3	0
BUS 115	Business Law I	3	0
BUS 121	Accounting II	3	2
ECO 104	Economics II	3	0
EDP 110	BASIC II	2	4
		14	6
			17

**Summer Quarter**

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
BUS 110	Office Machines	1	2	2
EDP 205	Computerized Accounting	2	3	3
		12	7	15

**Fall Quarter**

ENG 206	Business Communications	3	0	3
BUS 225	Cost Accounting	3	2	4
BUS 123	Business Finance I	3	0	3
EDP 111	COBOL I	2	4	4
EDP 217	Software Applications	1	2	2
		12	8	16

**Winter Quarter**

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
EDP 112	COBOL II	2	4	4
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		15	9	19

**Spring Quarter**

SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
EDP 218	Data Base Management Systems	2	4	4
BUS 247	Fundamentals of Risk & Insurance	3	0	3

11 4 13

**BCP-Required Credit Hours for Graduation**

116



# EARLY CHILDHOOD ASSOCIATE

## Curriculum Description

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

**At the present time a student may exit after one year and receive a diploma. If demand is great enough, RTC will offer an associate degree (two-years) in Early Childhood.**

### Job Opportunities

**Entry Level - Child Care Worker, Day Care Worker, Child Care Assistant**

**Advanced Level - Director, Day Care; Director, Preschool**

### Early Childhood Associate T-073

			Hours Per Week		Hours Credit
			Class	Lab	
<b>Fall Quarter</b>					
EDU 100	Principles and Practices of Early Childhood Education		3	2	4
EDU 101	Child Growth and Development I (Infants and Toddlers)		3	0	3
EDU 113	Early Childhood Curriculum Planning I (Language)		3	6	5
EDU 105	Health and Safety for Young Children		3	0	3
			12	8	15
<b>Winter Quarter</b>					
EDU 102	Child Growth and Development II (Pre-School 3-5)		3	0	3
EDU 114	Early Childhood Curriculum Planning II-Creative (Music, Drama, Art, Cooking)		3	6	5
EDU 110	Nutrition for Young Children		3	2	4
ENG 101	Grammar		5	0	5
			14	8	17

**Spring Quarter**

EDU 115	Early Childhood Curriculum Planning III--Construction, Physical, Blocks	3	6	5
SOC 106	Families in American Culture	3	0	3
EDU 118	Program Planning for Infants, Toddlers, and Two's	3	2	4
ENG 102	Composition	3	0	3
PSY 115	Introduction to Exceptional Children	5	0	5
		17	8	20

**Summer Quarter**

EDU 116	Early Childhood Curriculum Planning IV--Cognitive (Science Manipulatives, Sand/Water)	3	6	5
EDU 122	Behavior Management	3	2	4
MAT 112	General Math I	5	0	5
EDU 125	Working with Parents	3	0	3
		14	8	17

**EC-Required Credit Hours for Graduation****69**

# **ELECTRICAL ENGINEERING TECHNOLOGY**

**(Proposed)**

## **Curriculum Description**

This curriculum is designed to train technicians for jobs in the areas of research, design, development, production, maintenance and sale of electrical and power generation equipment.

The electrical engineering technician may work as a laboratory technician or as an engineering aide in research, design or development in direct support of an engineer, or as a liaison between the engineer and the skilled craftsperson. The graduate may accept a position in maintenance or sales work requiring a strong background in electrical equipment design and operation.

### **Job Opportunities**

#### **Electrical Technician**

#### **Electrical Engineering Technology T-044**

			Hours Per Week	Hours Credit
			Class	Lab
<b>Fall Quarter</b>				
ELC 112	Direct & Alternating Current	5	12	9
MAT 106	Math I	5	0	5
ENG 109	Reading Improvement	3	0	3
ELN 104	Instruments & Measurements	2	3	3
		15	15	20
<b>Winter Quarter</b>				
MAT 107	Math II	5	0	5
ENG 101	Grammar	5	0	5
ELC 113	Direct & Alternating Current Motors and Controls	3	12	7
DFT 122	Blueprint/Mechanical I	2	3	3
		15	15	20
<b>Spring Quarter</b>				
MAT 108	Math III	5	0	5
ENG 102	Composition	3	0	3
DFT 123	Blueprint Reading II	2	3	3
PHY 101	Physics I	3	2	4
ELN 108	Solid State Devices	3	6	5
		16	11	20
<b>Summer Quarter</b>				
MAT 109	Math IV	5	0	5
PHY 102	Physics II	3	2	4
ELC 121	Control Circuit Systems	3	6	5
ELN 111	Elect/Eln Troubleshooting	3	6	5
		14	14	19

<b>Fall Quarter</b>			
ELN 105	Instruments & Measurements II	2	3
ELC 215	Electrical Machines	3	6
ELN 205	ELN Circuit Analysis	2	3
ELN 265	Intro-Computer Logic	2	3
		9	15
			14
<b>Winter Quarter</b>			
ELC 225	Electrical Controls	3	6
ELN 268	Programmable Controls	2	3
SOC/SCI	Elective	5	0
ELN 220	Electronic Systems	3	6
		13	15
			18
<b>Spring Quarter</b>			
ELC 235	Plan Electrical Installation	3	12
ELC 240	Concept of Energy Management	3	0
ENG 103	Report Writing	3	0
SOC/SCI	Elective	3	0
		12	12
			16

**EET-Required Credit Hours for Graduation** **127**

# GENERAL OFFICE

## Curriculum Description

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### Job Opportunities

**Entry Level** - Business Machine Operator, Data Typist, Clerk-Typist, Typist, Payroll Clerk, File Clerk I, General Office Clerk, Posting Clerk, General Clerk, Appointment Clerk, Receptionist

**Advanced Level** - Transcribing Machine Operator Supervisor, Duplicating Machine Operator III, Automatic Typewriter Operator, File Clerk II, Billing Typist, Accounting Clerk, Correspondence Clerk, Administrative Clerk, Personnel Clerk

### General Office T-033

		Hours Per Week		
		Class	Lab	Hours Credit
<b>Fall Quarter</b>				
ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 106	Shorthand I OR	3	2	4
BUS 125	Personal Finance	3	0	3
		21	5	23
<b>Winter Quarter</b>				
ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing	3	0	3
ECO 102	Economics I	3	0	3
		14	5	16

**Spring Quarter**

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 271	Office Management	3	0	3
		14	7	17

**Fall Quarter**

ENG 201	Advanced Grammar	3	2	4
ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 204	Advanced Typewriting	2	3	3
BUS 125	Personal Finance OR *Business Elective	3	0	3
BUS 110	Office Machines	1	2	2
		15	7	18

**Winter Quarter**

BUS 214	Office Procedures	3	2	4
BUS 183	Term., Vocabulary & Punctuation	5	0	5
BUS 211	Machine Transcription I	2	4	4
BUS 229	Taxes	3	2	4
EDP 217	Software Applications	1	2	2
		14	10	19

**Spring Quarter**

ENG 204	Fundamentals of Speech	5	0	5
SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 212	Machine Transcription II	2	4	4
BUS 273	Word Processing Applications	2	4	4
		15	8	19

\*Business Elective (any business course scheduled)

GO-Required Credit Hours for Graduation 108

# INDUSTRIAL MAINTENANCE TECHNOLOGY

## Curriculum Description

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

## Job Opportunities

Maintenance Repairer, Factory or Mill; Powerhouse Mechanic, Millwright, Maintenance Electrician, Maintenance Mechanic, Stationary Engineer Apprentice

## Industrial Maintenance Technology T-119

			Hours Per Week	Hours Credit
			Class	Lab
<b>First Quarter</b>				
ELC 112	Direct & Alternating Current		5	12
MAT 106	Math I		5	0
ENG 109	Reading Improvement		3	0
ELN 104	Instruments & Measurements		2	3
			15	15
				20
<b>Second Quarter</b>				
MAT 107	Math II		5	0
ENG 101	Grammar		5	0
MEC 105	Introduction to Fluid Power		2	3
MEC 112	Machine Shop Processes		2	3
MEC 110	Plumbing & Pipe Fitting		2	3
			16	9
				19
<b>Third Quarter</b>				
WLD 103	Basic Gas Welding		0	3
PHY 101	Physics I		3	2
ELC 121	Electrical Control Systems		3	6
MAT 108	Math III		5	0
			11	11
				15

**Fourth Quarter**

WLD 101	Basic Welding	2	3	3
MEC 132	Industrial Rigging	3	6	5
DFT 122	Blueprint/Mechanical	2	3	3
PHY 102	Physics II	3	2	4
MAT 109	Math IV	5	0	5
		15	14	20

**Fifth Quarter**

MEC 231	ELC/Mechanical Maintenance I	1	9	4
ELN 265	Introduction to Computer Logic	2	3	3
SOC/SCI	Elective	3	0	3
AHR 124	Air Cond./Refrigeration Servicing	3	6	5

9 18 15

**Sixth Quarter**

MEC 232	ELC/Mechanical Maintenance II	1	6	3
MEC 234	Pneu./Hyd. Systems	2	3	3
SOC/SCI	Elective	3	0	3
ELN 122	Solid State Control Systems	3	6	5
ISC 102	Industrial Safety	3	0	3
		12	15	17

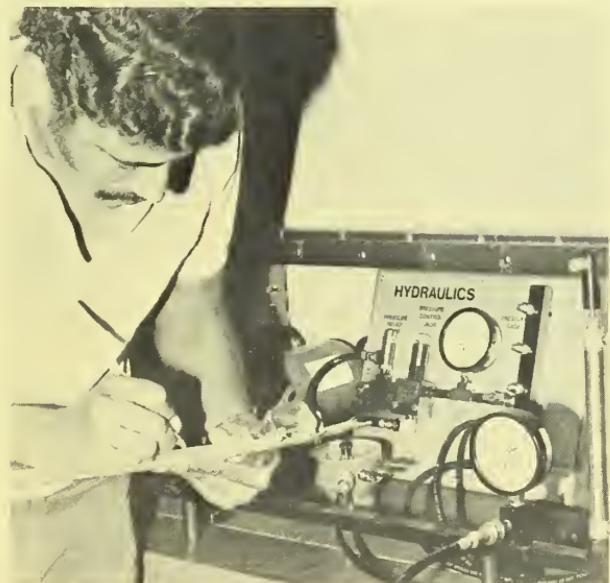
**Seventh Quarter**

MEC 235	Plan Industrial Installation	3	12	7
SOC/SCI	Elective	3	0	3
ENG 103	Composition	3	0	3

9 12 13

**IMT-Required Credit Hours for Graduation**

119



# LAW ENFORCEMENT TECHNOLOGY

## Curriculum Description

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise and in such areas as industrial, retail and private security.

### Job Opportunities

Alcohol Enforcement Officer, College or University Officer, Correctional Officer, Correctional Programs Assistant, Deputy Sheriff, Industrial Security Officer, Investigators, Highway Patrolman, Police Officer, Park Security Officer, Private Security Officer, Retail Security Officer, Wildlife Enforcement Officer

### Law Enforcement Technology T-064

			Hours Per Week		Hours Credit
			Class	Lab	
<b>Fall Quarter</b>					
ENG	101	Grammar	5	0	5
BUS	109	Business Mathematics	5	0	5
PSC	101	Introduction to Police Science	5	0	5
PSY	207	Applied Psychology for Law Enforcement Personnel	4	0	4
PSC	102	Motor Vehicle Laws	3	0	3
			22	0	22
<b>Winter Quarter</b>					
ENG	102	Composition	3	0	3
PSC	220	Police Organization and Administration	3	0	3
PSC	105	Introduction to Criminology	5	0	5
POL	102	United States Government	3	0	3
SOC	201	Principles of Sociology	5	0	5
			19	0	19

**Spring Quarter**

ENG 204	Fundamentals of Speech	5	0	5
POL 202	State & Local Government	5	0	5
HEA 102	First Aid & Safety	3	0	3
PSC 106	Identification Techniques	3	2	4
PSC 110	Police Role in Crime & Delinquency	3	0	3
		19	2	20

**Fall Quarter**

ENG 103	Report Writing	3	0	3
	*Elective	**		
PSC 115	Criminal Law I	3	0	3
PSC 201	Traffic Planning & Management	5	0	5
PSC 221	Police Supervision	3	0	3
		17	2	18

**Winter Quarter**

PSC 116	Criminal Law II	3	0	3
	*Elective	**		
PSC 211	Introduction to Criminalistics	3	2	4
PSC 225	Criminal Procedure	2	0	2
PSC 217	Laws of Arrest, Search, and Seizure	5	0	5
		16	4	18

**Spring Quarter**

PSC 240	Firearms & Defensive Tactics	3	2	4
PSC 210	Criminal Investigation	3	4	5
PSC 205	Criminal Evidence	3	0	3
PSY 103	Adolescent Psychology	3	0	3
PSC 230	Human Relations	3	0	3
		15	6	18

**Electives**

PSC 212	Forensic Science	3	2	4
PSC 208	Applied Police Psychology	3	0	3
PSC 202	Police Community Relations	2	0	2
BUS 102	Beginning Typewriting	2	3	3
PSC 219	Administration of Justice	5	0	5
PSC 250	Individual Study	3	0	3
PSC 241	Firearms Practice I	0	3	1

\*Electives are predetermined by Police Science Advisory Committee and faculty recommendations.

\*\*3,4, or 5 credit hours. The combination of electives must total at least eight credit hours.

# **NURSING EDUCATION OPTION**

## **Practical and Associate Degree**

### **Introduction**

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of both practical and associate degree nursing education throughout the state.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations. Successful completion of Grammar and Math for Nurses is required for entry.

Upon completion of the first year, the student may elect to exit and be eligible to take the North Carolina Board of Nursing Examination to become a Licensed Practical Nurse (L.P.N.); or to enter the second level that leads to the Associate of Applied Science Degree in Nursing. At the successful completion of the seven and one-half quarter course of study, the graduate is eligible to write the State Board of Nursing Examination to become a Registered Nurse (R.N.).

### **Purpose**

The aim of the Nursing Education Option program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the seven and one-half quarter program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

A graduate of the Nursing Education Option program will have suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and to help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

## **Job Description**

The graduate nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities.

## **First Level Competencies**

Upon completion of the first level, the graduate will meet the requirements for licensure as an LPN in North Carolina and will be prepared to do the following:

1. Administer care to patients with uncomplicated nursing and health problems in a safe and efficient manner under the supervision of a professional nurse or a physician.
2. Document nursing assessment of physical, mental and emotional reactions of individuals as they relate to health and illness.
3. Recognize and interpret roles of the members of the health team in the hospital and community health agency.
4. Demonstrate appropriate communication skills in working as a health team member in planning and implementing measures to promote comfort and safety of the patient.
5. Recognize desired effects and side effects of medication, and demonstrate abilities to calculate and administer dosages as medically prescribed.
6. Assess basic physical and psychosocial needs based on knowledge of normal body structure and function, growth and development, and concepts of physical and emotional health.
7. Apply knowledge of pathophysiology of common illness to rationale for treatment and plan of nursing intervention.
8. Plan, implement and evaluate nursing care which assists individuals in self-care measures of a therapeutic quality.
9. Exhibit a knowledge of personal and professional limitations and legal responsibilities in the provision of patient care.
10. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care team.

## **Second Level Competencies**

Upon completion of the second level, the graduate will meet the requirements for licensure as an RN in North Carolina and will be prepared to do the following:

1. Assess self-care deficits of individuals resulting from a situation of personal health in various care situations.
2. Utilize principles of the biological, physical and social sciences in planning, implementing and evaluating nursing care.
3. Exercise leadership ability in supervising and/or teaching other members of the health team involved in nursing care.

4. Record and report observations through nursing assessment based on knowledge of normal anatomy and physiology and illness processes.
5. Initiate appropriate self-care measures by patients to maintain and promote health and prevent illness.
6. Refer patients or utilize special skills and services of other health team members as well as those of community health, social agencies and resources.
7. Demonstrate abilities and responsibilities in administering medications including dosage, desired and undesired effects, and evaluation of medication orders for accuracy.
8. Apply principles of communication skills and interpersonal relationships with members of the health teams, patients and their families.
9. Display competence in performing highly technical functions in caring for acute and critically ill patients.
10. Exhibit a knowledge of personal and professional limitations and legal responsibilities in the provisions of patient care.
11. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

## **Nursing Education Option, Practical and Associate Degree T-116**

		Hours Per Week		Hours	
		Class	Lab	Clin.	Credit
<b>FIRST LEVEL</b>					
<b>First Quarter</b>					
NUR 101	Fundamentals of Nursing	5	6	15*	9
BIO 102	Basic Life Science	4	2	0	5
NUR 109	Metrology	3	0	0	3
		12	8	15*	17
<b>Second Quarter</b>					
NUR 102	Medical-Surgical Nursing I (Including Pharmacology)	7	2	15	13
NUT 101	Nutrition and Diet Therapy	3	0	0	3
		10	2	15	16
<b>Third Quarter</b>					
NUR 103	Medical-Surgical Nursing II (Including Pharmacology)	5	2	12	10
PSY 110	General Psychology	3	0	0	3
ENG 102	Composition	3	0	0	3
		11	2	12	16

**Fourth Quarter**

NUR 104	Parent-Child Nursing I	6	0	15	11
PSY 102	Human Growth and Development	3	0	0	3
NUR 105	Nursing Trends and Seminar**	5	0	0	5
BIO 206	Microbiology***	4	2	0	5
		13	2	15	19
		or			
		14			

\*Last four weeks of quarter

**EXIT POINT FOR PRACTICAL NURSES (All students will be eligible to take the State Board of Nursing Examination for license as LPN)**

**SECOND LEVEL****Fifth Quarter**

PSY 205	Abnormal Psychology	3	0	0	3
BIO 209	Human Anatomy & Physiology I	4	2	0	5
NUR 208	Psychiatric Nursing	4	2	12	9
	or				
NUR 207	Parent-Child Nursing II	4	2	12	9
		11	4	12	17

**Sixth Quarter**

NUR 208	Psychiatric Nursing	4	2	12	9
	or				
NUR 207	Parent-Child Nursing II	4	2	12	9
BIO 210	Human Anatomy & Physiology II	4	2	0	5
ENG 103	Report Writing	3	0	0	3
		11	4	12	17

**Seventh Quarter**

NUR 204	Medical-Surgical Nursing III	4	2	15	10
SOC 102	Principles of Sociology	3	0	0	3
NUR 206	Nursing Trends and Careers	3	0	0	3
		10	2	15	16

**Eighth Quarter (Six Weeks)**

NUR 205	Medical-Surgical Nursing IV	5	0	12	9
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**Pre-entrance Requirements:****Level II**

NUR 200	Introduction to Associate Degree Nursing****	20	20	35	4
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**Level I & II**

ENG 101	Grammar	5	0	0	5
MAT 039	Basic Math for Nurses	4	0	0	4

**Level I and II students are required to take these courses prior to admission into the ADN program.**

\*\*Required only of students leaving after fourth (4th) quarter.

\*\*\*Required only of students who will continue in fifth (5th) quarter.

<b>NURSING</b>				
LEVEL I	374	110	528	54
LEVEL II	539	176	1089	84
<b>NON-NURSING</b>				
LEVEL I	143	22	0	14
LEVEL II	373	88	0	38
<b>TOTAL LEVEL I - NURSING AND NON-NURSING</b>				1177
<b>TOTAL LEVEL II - NURSING AND NON-NURSING</b>				1088

**ADN-Required Credit Hours for Graduation** 127

\*\*\*\*Second level students are required to take this course prior to admission into fifth quarter.





# SECRETARIAL - EXECUTIVE

## Curriculum Description

The purposes of the Secretarial - Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

## Job Opportunities

**Entry Level** - Secretary, Stenographer, Data Typist, Typist, Office Clerk, Word Processing Correspondence Specialist, Word Processing Typist, Word Processing Administrative Secretary, Receptionist

**Advanced Level** - Administrative Secretary, Transcribing Operator Supervisor, Word Processing Supervisor

## Secretarial Executive T-030

		Hours Per Week		Hours Credit
		Class	Lab	
<b>Fall Quarter</b>				
ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 106	Shorthand I	3	2	4
		18	5	20
<b>Winter Quarter</b>				
ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing	3	0	3
BUS 107	Shorthand II	3	2	4
		14	7	17
<b>Spring Quarter</b>				
ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 108	Shorthand III	3	2	4
		14	9	18

**Fall Quarter**

ENG 201	Advanced Grammar	3	2	4
ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 204	Advanced Typewriting	2	3	3
BUS 125	Personal Finance	3	0	3
BUS 110	Office Machines	1	2	2
		15	7	18

**Winter Quarter**

BUS 214	Office Procedures	3	2	4
BUS 183	Term., Vocabulary & Punctuation	5	0	5
BUS 211	Machine Transcription I	2	4	4
BUS 229	Taxes	3	2	4
EDP 217	Software Applications	1	2	2
		14	10	19

**Spring Quarter**

ENG 204	Fundamentals of Speech	5	0	5
SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 212	Machine Transcription II	2	4	4
BUS 273	Word Processing Applications	2	4	4
		15	8	19

**SE-Required Credit Hours for Graduation****111**

## **Vocational Diplomas**

In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in the vocational areas.

Robeson Technical College offers a series of vocational programs with emphasis on manipulative and mental skills applicable to a particular program for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Vocational programs usually require one year of completion for full-time students.

**A diploma is awarded students completing these programs:**

- Air Conditioning, Heating and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Carpentry and Cabinetmaking
- Cosmetology
- Electrical Installation and Maintenance
- Industrial Electronics
- Industrial Maintenance
- Machinist
- Masonry
- Welding



# AIR CONDITIONING, HEATING, AND REFRIGERATION

## Curriculum Description

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

## Job Opportunities

**Entry Level** - Air Conditioning Mechanic, Heating and Air Conditioning Mechanic, Heating Mechanic, Refrigeration Mechanic, Heating and Air Conditioning Mechanic Helper, Refrigeration Mechanic Helper

**Advanced Level** - Environmental Control System Installer-Servicer, Hot Air Furnace Installer & Repairer, Domestic Air Conditioning Installer, Energy Management Systems Installer-Servicer, Sales

## Air Conditioning, Heating and Refrigeration V-024

Fall Quarter		Hours Per Week			
		Class	Lab	Shop	Hours Credit
AHR 1121	Principles of Refrigeration	3	0	12	7
MAT 1101	Fundamentals of Mathematics	5	0	0	5
PHY 1101	Applied Science	3	2	0	4
DFT 1116	Blueprint Reading (Air Conditioning Related)	1	0	3	2
		12	2	15	18

**Winter Quarter**

ENG 1101	Reading Improvement	5	0	0	5
AHR 1122	Domestic and Commercial Refrigeration	3	0	12	7
AHR 1127	Intro. to Automatic Controls	5	0	0	5
PHY 1102	Applied Science	3	2	0	4
		16	2	12	21

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
AHR 1123	Principles of Air Conditioning	3	0	9	6
AHR 1128	Automatic Controls	3	0	6	5
PSY 1101	Human Relations	3	0	0	3
WLD 1103	Basic Gas Welding	0	0	3	1
		12	0	18	18

**Summer Quarter**

AHR 1124	Air Conditioning and Refrigeration Servicing	2	0	6	4
AHR 1126	All Year Comfort Systems	2	0	6	4
MEC 1120	Duct Construction and Maintenance	3	0	6	5
BUS 1103	Small Business Operations	3	0	0	3
		10	0	18	16

**AHR-Required Credit Hours for Graduation**

73



# AUTOMOTIVE BODY REPAIR

## Curriculum Description

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

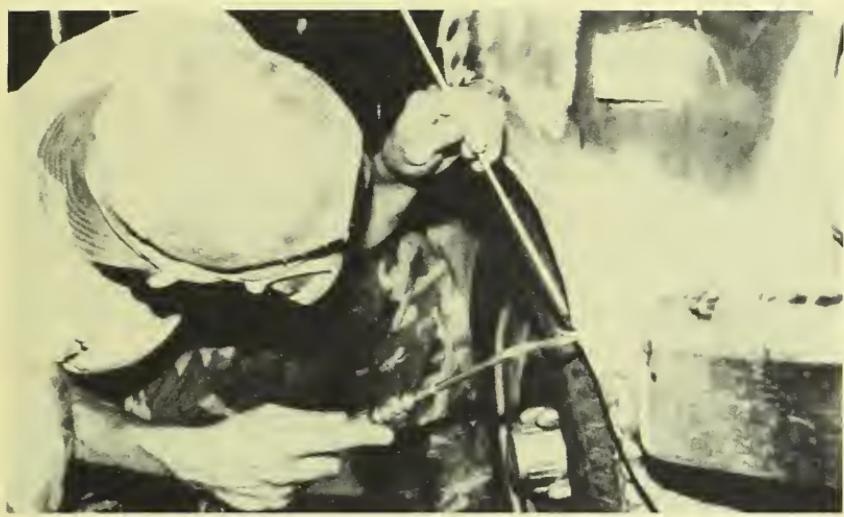
Repairing, straightening, aligning, metal refinishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## Job Opportunities

Automobile Accessories Installer, Automobile-Repair-Service Estimator, Appraiser, Automobile Damage; Automatic Window, Seat, and Top Lift Repairer; Painter Helper, Automotive; Painter, Transportation Equipment; Automobile Body Customizer, Automobile Body Repairer

## Automotive Body Repair V-001

				Hours Per Week	Hours		
				Class	Lab	Shop	Credit
<b>Fall Quarter</b>							
WLD 1106	Basic Gas Welding			2	0	3	3
ENG 1101	Reading Improvement			5	0	0	5
AUT 1111	Auto Body Repair			5	0	15	10
				12	0	18	18
<b>Winter Quarter</b>							
PSY 1101	Human Relations			3	0	0	3
WLD 1105	Auto Body Welding			2	0	3	3
PHY 1101	Applied Science			3	2	0	4
AUT 1112	Auto Body Repair			3	0	15	8
				11	2	18	18
<b>Spring Quarter</b>							
MAT 1101	Fundamentals of Mathematics			5	0	0	5
WLD 1104	Basic Arc Welding			2	0	3	3
AUT 1113	Metal Finishing and Painting			5	0	15	10
				12	0	18	18
<b>Summer Quarter</b>							
BUS 1103	Small Business Operations			3	0	0	3
AUT 1115	Trim, Glass and Radiator Repair			1	0	6	3
AUT 1114	Body Shop Applications			2	0	18	8
				6	0	24	14



# AUTOMOTIVE MECHANICS

## Curriculum Description

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## Job Opportunities

**Entry Level** - General Mechanic, Tune-Up Mechanic, Front-end Specialist, Automatic Transmission Specialist, Brake Specialist

**Advanced Level** - Shop Supervisor, Shop Foreman

## Automotive Mechanics V-003

				Hours Per Week	Hours Credit		
				Class	Lab	Shop	
<b>Fall Quarter</b>							
MAT 1101	Fundamentals of Mathematics			5	0	0	5
DFT 1101	Schematics and Diagrams (Engines, Measurements, and Tools)			1	0	3	2
PME 1101	Internal Combustion Engines			5	0	15	10
				11	0	18	17
<b>Winter Quarter</b>							
ENG 1101	Reading Improvement			5	0	0	5
PHY 1101	Applied Science			3	2	0	4
DFT 1102	Schematics and Diagrams (Electrical and Fuel Systems)			1	0	3	2
PME 1102	Engine Electrical and Fuel Systems			3	0	12	7
				12	2	15	18

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
PHY 1102	Applied Science	3	2	0	4
PSY 1101	Human Relations	3	0	0	3
AUT 1121	Automotive Braking Systems	2	0	3	3
AUT 1123	Automotive Chassis and Suspension Systems		2	0	6
		13	2	15	19

**Summer Quarter**

BUS 1103	Small Business Operation	3	0	0	3
AHR 1101	Automotive Air Conditioning	1	0	6	3
AUT 1124	Automotive Power Train Systems	3	0	12	7
WLD 1101	Basic Welding	2	0	3	3
		9	0	21	16

**AM-Required Credit Hours for Graduation****70**

# CARPENTRY AND CABINETMAKING

## Curriculum Description

Carpenters construct, erect, install and repair structures of wood, plywood and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designated according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, acoustical insulating carpenter and finish carpenter.

## Job Opportunities

**Entry Level - Carpenter, Building Construction Inspector, Roofer, Cabinet Installer, Maintenance Carpenter**

**Advanced Level (with experience) - Carpenter Foreman, Finish Carpenter, Cabinetmaker**

## Carpentry & Cabinetmaking V-007

			Hours Per Week			
			Class	Lab	Shop	Hours Credit
<b>Fall Quarter</b>						
MAT 1112	Building Trades Math		5	0	0	5
CAR 1101	Carpentry: Tools, Processes, and Introduction to Framing		4	0	21	11
			9	0	21	16
<b>Winter Quarter</b>						
ENG 1101	Reading Improvement		5	0	0	5
DFT 1110	Blueprint Reading (Building Trades Related)		2	2	0	3
MAT 1113	Building Trades Math		5	0	0	5
CAR 1102	Carpentry: Framing		3	0	12	7
			15	2	12	20

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
CAR 1103	Carpentry: Finishing	4	0	15	9
DFT 1111	Blueprint Reading and Sketching	2	2	0	3
		12	2	15	18

**Summer Quarter**

BUS 1103	Small Business Operations	3	0	0	3
CAR 1114	Building Codes	3	0	0	3
CAR 1104	Carpentry: Cabinetmaking	4	0	15	9
CIV 1101	Introduction to Surveying	2	0	3	3
		12	0	18	18

**CAR-Required Credit Hours for Graduation**

72



# COSMETOLOGY

## Curriculum Description

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

## Job Opportunities

**Entry Level** - Cosmetologist, Sales Representative, Beauty Equipment and Supplies, Supply Clerk, Scalp Treatment Operator, Wig Dresser

**Advanced Level** - Hair Stylist, Owner, Beauty Salon; Manager, Beauty Salon

## Cosmetology V-009

		Hours Per Week	Hours Credit
		Class	Lab
<b>Fall Quarter</b>			
COS	1101	Introduction to Cosmetology	6 0 6
COS	1102	Mannequin Practice	2 21 9
PSY	1101	Human Relations	3 0 3
		11 21	18
<b>Winter Quarter</b>			
COS	1103	Cosmetology Theory I	6 0 6
COS	1104	Cosmetology Skills I	2 21 9
ENG	1104	Oral Communications	3 0 3
		11 21	18
<b>Spring Quarter</b>			
COS	1105	Cosmetology Theory II	6 0 6
COS	1106	Cosmetology Skills II	2 21 9
PSY	1102	Human Relations	3 0 3
		11 21	18
<b>Summer Quarter</b>			
COS	1107	Salon Management	6 0 6
COS	1108	Cosmetology Skills III	2 21 9
		8 21	15

**Elective Quarter**

COS 1110	Cosmetology Skills IV	0	30	10
COS 1199	Cosmetology for Graduates	0	9	3
COS 1112	Advanced Cosmetology	2	3	3

**COS-Required Credit Hours for Graduation**

69



# **ELECTRICAL INSTALLATION AND MAINTENANCE**

## **Curriculum Description**

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

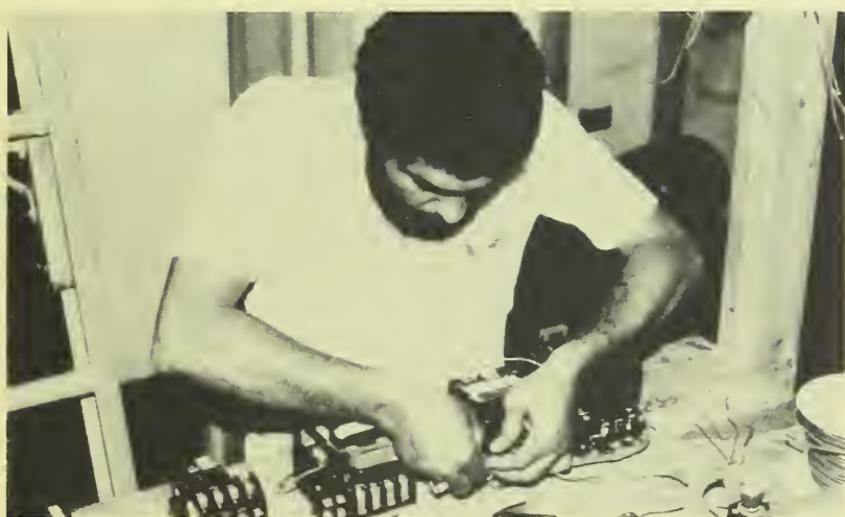
### **Job Opportunities**

**Entry Level - Electrical Apprentice**

**Advanced Level - Electrician**

### **Electrical Installation and Maintenance V-018**

		Hours Per Week	
		Class	Lab
<b>First Quarter</b>			
ELC 112	Direct and Alternating Current	5	12
ENG 109	Reading Improvement	3	0
MAT 106	Math I	5	0
ELN 104	Instruments & Measurements	2	3
		15	15
			20
<b>Second Quarter</b>			
ELC 1113	Direct & Alternating Currents Motors and Controls	3	12
DFT 1112	Blueprint Reading	2	3
ENG 1102	Communication Skills	3	0
MAT 107	Math II	5	0
ELC 1126	Electrical Code	2	0
		15	15
			20
<b>Third Quarter</b>			
ELC 1124	Residential Wiring	4	9
ELN 1131	Industrial Electronics	3	6
PSY 1101	Human Relations	3	0
DFT 1113	Blueprint Reading: Electrical	2	3
		12	18
			19
<b>Fourth Quarter</b>			
ELC 1125	Commercial & Industrial Wiring	3	15
ELN 1132	Industrial Electronics	3	6
BUS 1103	Small Business Operations	3	0
		9	21
			16



# INDUSTRIAL ELECTRONICS

## Curriculum Description

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

## Job Opportunities

Electromechanical Assembler, Electronics Utility Worker, Electronics Production Line Maintenance Mechanic

## Industrial Electronics V-045

		Hours Per Week	
		Class	Lab
<b>First Quarter</b>			
ELC 112	Direct & Alternating Current	5	12
MAT 106	Math I	5	0
ENG 109	Reading Improvement	3	0
ELN 104	Instruments & Measurements	2	3
		15	15
			20
<b>Second Quarter</b>			
MAT 107	Math II	5	0
PHY 1101	Applied Science	3	2
ELN 1155	Solid State Devices & Circuits	2	3
ELN 1137	AC/DC Motors and Controls	3	12
		13	17
			19
<b>Third Quarter</b>			
ENG 1102	Communication Skills	3	0
ELN 1124	Electronic Drawing	2	6
ELN 1128	Digital Fundamentals	4	6
ELN 1157	Fundamentals of Industrial Controls	2	6
		11	18
			17
<b>Fourth Quarter</b>			
ELN 1141	Microprocessors	3	6
ELN 1142	Digital Control Systems	3	9
ELN 1111	Electronic Troubleshooting	3	3
		9	18
			15



# INDUSTRIAL MAINTENANCE

## Curriculum Description

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

## Job Opportunities

**Entry Level** - Powerhouse Mechanic Helper, Millwright Helper, Factory or Mill Maintenance Repairer Helper, General Maintenance Helper

**Advanced Level** - Powerhouse Mechanic, Maintenance Mechanic Supervisor, Millwright, Utilities and Maintenance Supervisor, Plant Maintenance Worker, Maintenance Electrician, Factory or Mill Maintenance Repairer

## Industrial Maintenance V-028

			Hours Per Week	Hours Credit
			Class	Lab
<b>First Quarter</b>				
ELC 112	Direct & Alternating Current		5	12
MAT 106	Math I		5	0
ENG 109	Reading Improvement		3	0
ELN 104	Instruments & Measurements		2	3
			15	15
				20
<b>Second Quarter</b>				
MAT 107	Math II		5	0
ENG 1102	Communication Skills		3	0
MEC 1105	Introduction to Fluid Power		2	3
MEC 1112	Machine Shop Processes		2	3
MEC 1110	Plumbing & Pipe Fitting		3	6
			15	12
				19
<b>Third Quarter</b>				
PHY 1101	Applied Science		3	2
WLD 1103	Basic Gas Welding		0	3
MEC 1106	Pump Repair & Maintenance		2	3
ELC 1121	Electrical Control Systems		3	6
AHR 1124	Air Cond. & Refrigeration Service		3	6
			11	20
				18

**Fourth Quarter**

WLD 1101	Basic Welding	2	3	3
MEC 1132	Industrial Rigging	3	6	5
ELC 1122	Solid State Control Systems	3	6	5
DFT 1202	Mechanical Blueprints	2	3	3
		10	18	16

**IM-Required Credit Hours for Graduation**

73



# MACHINIST

## Curriculum Description

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metal worker who shapes metal by using machine tools and hand tools.

Machinist must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications.

The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

## Job Opportunities

**Entry Level** - Machinist Apprentice, Die Maker Apprentice, Toolmaker Apprentice, Tool and Die Maker Apprentice, Machine Set-up Operator, Quality Control Foreman, Turret Lathe Set-up Operator, Tool Machine Set-up Operator, Electrical Discharge Machine Set-up Operator

**Advanced Level** - Machinist, Maintenance Machinist

## Machinist V-032

				Hours Per Week	Hours		
				Class	Lab	Shop	Credit
<b>Fall Quarter</b>							
MEC 1101	Machine Shop Theory and Practice			3	0	12	7
MAT 1101	Fundamentals of Mathematics			5	0	0	5
DFT 1104	Blueprint Reading (Mechanical Related)			3	2	0	4
PHY 1101	Applied Science			3	2	0	4
				14	4	12	20
<b>Winter Quarter</b>							
ENG 1101	Reading Improvement			5	0	0	5
MEC 1102	Machine Shop Theory and Practice			3	0	12	7
MAT 1123	Machinist Mathematics			3	2	0	4
DFT 1105	Blueprint Reading (Mechanical Related)			3	2	0	4
				14	4	12	20

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
MEC 1103	Machine Shop Theory and Practice	4	0	15	9
MEC 1115	Heat Treatment of Metals	2	0	3	3
PSY 1101	Human Relations	3	0	0	3
		12	0	18	18

**Summer Quarter**

MEC 1104	Machine Shop Theory and Practice	2	0	15	7
MEC 1117	Machine Repair	2	0	3	3
WLD 1101	Basic Welding	2	0	3	3
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

**MAC-Required Credit Hours for Graduation****74**

# MASONRY

## Curriculum Description

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

## Job Opportunities

Brick Mason, Cement Mason

### Masonry V-070

		Hours	Per Week	Hours	
		Class	Lab	Shop	Credit
<b>Fall Quarter</b>					
MAT 1112	Building Trades Mathematics	5	0	0	5
MAS 1101	Bricklaying	4	0	21	11
		9	0	21	16
<b>Winter Quarter</b>					
DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
ENG 1101	Reading Improvement	5	0	0	5
MAT 1113	Building Trades Mathematics	5	0	0	5
MAS 1102	Bricklaying	3	0	12	7
		16	2	12	21
<b>Spring Quarter</b>					
ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
MAS 1103	General Masonry	6	0	18	12
		12	0	18	18
<b>Summer Quarter</b>					
CIV 1101	Introduction of Surveying	2	0	3	3
MAS 1104	General Masonry	4	0	18	10
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

MAS-Required Credit Hours for Graduation

71



# WELDING

## Curriculum Description

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

## Job Opportunities

**Entry Level** - Arc Welder, Arc Welding - Machine Operator, Gas Welding - Machine Operator, Gas Welder, Welder - Assembler, Combination Welder

**Advanced Level** - Lay-out Worker I, Welder - Fitter

## Welding V-050

		Hours Per Week			Hours
		Class	Lab	Shop	Credit
<b>Fall Quarter</b>					
PHY 1101	Applied Science	3	2	0	4
DFT 1106	Blueprint Reading (Welding Related)	3	2	0	4
WLD 1120	Oxyacetylene Welding & Cutting	5	0	15	10
		11	4	15	18
<b>Winter Quarter</b>					
ENG 1101	Reading Improvement	5	0	0	5
MAT 1101	Fundamentals of Mathematics	5	0	0	5
WLD 1121	Arc Welding	3	0	9	6
DFT 1117	Blueprint Reading & Pattern Development	2	2	0	3
WLD 1112	Mechanical Testing & Certification Practices	1	0	3	2
		16	2	12	21
<b>Spring Quarter</b>					
PSY 1101	Human Relations	3	0	0	3
WLD 1126	Advanced Arc Welding	2	0	15	7
WLD 1123	Inert Gas Welding	2	0	3	3
DFT 1118	Pattern Development & Sketching	2	0	3	3
		9	0	21	16

**Summer Quarter**

WLD 1124	Pipe Welding	4	0	12	8
WLD 1122	Commercial & Industrial Practices	3	0	6	5
MEC 1112	Machine Shop Processes	2	0	3	3
		9	0	21	16

**WLD-Required Credit Hours for Graduation**

**71**



# DEVELOPMENTAL STUDIES

## Certificate Program

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to more advanced programs, and help strengthen students' academic weaknesses who are already enrolled in curriculums of their choices. The program is designed to help develop the basic skills necessary to succeed in many of the programs of the college.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. He/she did not take enough high school courses to qualify for a certificate or diploma;
2. He/she performed poorly in those courses and desires to increase his/her overall proficiency;
3. He/she is currently enrolled in a curriculum but needs help in a basic skills course in order to be able to perform more effectively in regular courses;
4. He/she is a returning student to the education process and may lack confidence in his/her ability to achieve successfully.

This program is designed to meet the individual's need for the world of work or to permit him to select a curriculum consistent with his performance. Students may spend from one quarter to three quarters in the program and may repeat any course up to three times before being counseled to seek other avenues.

## Specialized Studies

The need often exists to provide specialized or directed studies for students with academic deficiencies which prevent them from entering regular curriculum programs. These weaknesses usually exist in the areas of mathematics, reading, and language arts. The Developmental Studies curriculum is designed to provide instruction in these areas appropriate to the level on which the student enters the program. Additionally, the curriculum provides an opportunity for the student to audit courses in other curriculum programs in order that he can determine his interest in and the aptitudes necessary for entrance into his desired program.

In cases where the student does not attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

## Developmental Studies V-099

		Hours Per Week		Hours Credit
		Class	Lab	
<b>Fall Quarter</b>				
ENG 001	Study Skills	3	2	4
MAT 001	General Math I	3	2	4
MAT 004	Pre-Business Math	5	0	5
ENG 004	Developmental Reading I	3	2	4
ENG 005	Developmental Reading II	3	2	4
ENG 022	Pre-Business Grammar	5	0	5
<b>Winter Quarter</b>				
ENG 002	Grammar	3	2	4
MAT 001	General Math I	3	2	4
MAT 002	General Math II	3	2	4
MAT 004	Pre-Business Math	5	0	5
ENG 004	Developmental Reading I	3	2	4
ENG 005	Developmental Reading II	3	2	4
ENG 006	Developmental Reading III	3	2	4
<b>Spring Quarter</b>				
ENG 003	Paragraph Development	3	2	4
MAT 001	General Math I	3	2	4
MAT 002	General Math II	3	2	4
MAT 003	Consumer Math	3	2	4
ENG 004	Developmental Reading I	3	2	4
ENG 005	Developmental Reading II	3	2	4
ENG 006	Developmental Reading III	3	2	4
ENG 007	Critical Reading	3	2	4

### Additional Offerings:

#### Pre-entrance courses related to Associate Degree in Business:

MAT 004	Pre-Business Math	5	0	5
ENG 022	Pre-Business Grammar	5	0	5
ENG 008	Pre-Business Reading & Vocabulary	5	0	5

#### Pre-entrance courses related to Associate Degree in General Education and Nursing Education Option, Practical and Associate Degree:

MAT 035	Fundamentals of Basic Math (General Education)	5	0	5
MAT 039	Basic Math for Nurses (Nursing)	4	0	4



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# **Degree, Diploma and Certificate Course Descriptions**

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# Degree, Diploma and Certificate Course Descriptions

The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g. BUS 101, BUS 110, BUS 205, ENG 101, etc.)

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The numbers given on the right side of the page indicate the following: First number gives the hours per week of lecture; second and third gives the hours per week of laboratory and/or shop; and the last number indicates the quarter hours credit for that one course.

**AHR 1101      Automotive Air Conditioning      1 0 6 3**  
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

**AHR 1121      Principles of Refrigeration      3 12 7**  
An introduction to the principles of refrigeration terminology, the use and care of tools and equipment, and the identification and the function of the component parts of the system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

**AHR 1122      Domestic and Commercial Refrigeration      3 12 7**  
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigeration, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.  
Prerequisite: AHR 1121

**AHR 1123      Principles of Air Conditioning      3 9 6**  
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.  
Prerequisite: AHR 1122

**AHR 1124 Air Conditioning and Refrigeration Servicing 2 6 4**  
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioning space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

**AHR 1126 All Year Comfort Systems 2 6 4**  
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion, valves, systems of de-icing coils, and electric wiring and controls are included in the study.  
Prerequisites: AHR 1123, AHR 1128

**AHR 1127 Introduction to Automatic Controls 5 0 5**  
An introduction to various types of automatic, electric, and pneumatic controls utilized for domestic and commercial cooling and heating units. Primary emphasis on design and function.

**AHR 1128 Automatic Controls 3 6 5**  
Major emphasis will be placed on the installation, repair, and servicing of types of automatic controls in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.  
Prerequisites: AHR 1122 and AHR 1127

**AIB 202 Principles of Bank Operations 4 0 4**  
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

**AIB 203 Bank Investments 4 0 4**  
AIB's bank investments course covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationship of investments to business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail.

**AIB 205 Bank Management 4 0 4**  
This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of

personnel management, but rather of business management. It touches on objectives, planning, structure, control, and interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases.

**AIB 209      Installment Credit      4 0 4**

The techniques of installment lending are presented concisely. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

AIB 210 Money and Banking 4 0 4

This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank management. The book stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply, cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system.

**AIB 233 Analysis of Financial Statements 4 0 4**

This course is designed to present basic accounting principles necessary for statement analysis. It also delves into goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

AIB 235      **Loan and Discount**      4 0 4

This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; the concepts of attachment, perfection, priority, default, and foreclosure. The seminar uses programmed instruction and several simulation exercises and is presented either as a concentrated workshop or a twelve-session seminar.

ART 101 Art Appreciation 5 0 5

A course to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.

AUT 1111 Auto Body Repair 5 15 10

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present-day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair 3 15 8

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

<b>AUT 1113</b>	<b>Metal Finishing and Painting</b>	<b>5 15 10</b>
Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting and aligning, painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.		
<b>AUT 1114</b>	<b>Body Shop Applications</b>	<b>2 18 8</b>
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.		
<b>AUT 1115</b>	<b>Trim, Glass and Radiator Repair</b>	<b>1 6 3</b>
Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation.		
<b>AUT 1121</b>	<b>Automotive Braking Systems</b>	<b>2 3 3</b>
A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.		
<b>AUT 1123</b>	<b>Automotive Chassis and Suspension Systems</b>	<b>2 12 6</b>
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.		
<b>AUT 1124</b>	<b>Automotive Power Train Systems</b>	<b>3 12 7</b>
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.		
<b>BIO 102</b>	<b>Basic Life Science</b>	<b>4 2 0 5</b>
An introduction to disease-producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.		
<b>BIO 103</b>	<b>Biology I</b>	<b>4 2 5</b>
This course is designed to familiarize the individual student with the basic principles of life. Emphasis is placed upon matter and energy, cell physiology, and cellular reproduction, genetics, evolution and ecology.		
<b>BIO 104</b>	<b>Biology II</b>	<b>3 2 4</b>
This course will acquaint the student with the plant and animal kingdoms. An application of the principles acquired in BIO 103 will be utilized to give the student an appreciation of nature, the plants and animals, and their relationships.		
Prerequisite: BIO 103		
<b>BIO 206</b>	<b>Microbiology</b>	<b>4 2 0 5</b>
Microbiology is a study of microscopic units of the human body as well as micro-		

organisms. Emphasis is placed on the etiology of pathogens, with special considerations given to pathogenicity, virulence, resistance control, and immunity.

Prerequisite: BIO 102

**BIO 209            Human Anatomy and Physiology I            4 2 0 5**

A study of basic bodily structure and functions, including concepts of chemistry and physics of the human organism. Emphasis is placed on interdependence of the various systems to total body functioning and homeostasis. The pathophysiological dynamics concerned with the processes that bring about disruptions of normal physiology and the various ways in which disruptions may influence the body functions as a whole are explained.

Prerequisite: BIO 102, BIO 206

**BIO 210            Human Anatomy and Physiology II            4 2 0 5**

Human Anatomy and Physiology is a study of basic structure and functions, including concepts of chemistry and physics of the human organism. Emphasis is placed on interdependence of the various systems of total body functioning and homeostasis. The pathophysiological dynamics concerned with the processes that bring about disruptions of normal physiology and the various ways in which disruptions may influence the body functions as a whole are explained.

Prerequisite: BIO 102, BIO 206, BIO 209

**BUS 101            Introduction to Business            3 0 3**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

**BUS 102            Typewriting I            2 3 3**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

**BUS 103            Typewriting II            2 3 3**

Designed to improve speed and accuracy with continued emphasis on subjects taught in BUS 102.

Prerequisite: BUS 102

**BUS 104            Typewriting III            2 3 3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulations, manuscript, correspondence, and business forms.

Prerequisite: BUS 103 or the equivalent

Speed requirement: 40 words per minute for five minutes

**BUS 106            Shorthand I            3 2 4**

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phases.

**BUS 107            Shorthand II            3 2 4**

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent

<b>BUS 108</b>	<b>Shorthand III</b>	<b>3 2 4</b>
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.		
Prerequisite: BUS 107		
<b>BUS 109</b>	<b>Business Mathematics</b>	<b>5 0 5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.		
<b>BUS 110</b>	<b>Office Machines</b>	<b>1 2 2</b>
A general survey of business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key and full-board adding machines, and the electronic printing and display calculators.		
<b>BUS 112</b>	<b>Records Management</b>	<b>3 2 4</b>
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Geographic, Subject, Soundex, and Dewey Decimal Filing.		
<b>BUS 113</b>	<b>Introduction to Word Processing</b>	<b>2 3 3</b>
A course designed to aid the business student in typing letters and simple reports using the microcomputer word processing features.		
<b>BUS 115</b>	<b>Business Law I</b>	<b>3 0 3</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.		
<b>BUS 116</b>	<b>Business Law II</b>	<b>3 0 3</b>
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.		
Prerequisite: BUS 115		
<b>BUS 120</b>	<b>Accounting I</b>	<b>3 2 4</b>
Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises, to include practical application of the principles learned.		
<b>BUS 121</b>	<b>Accounting II</b>	<b>3 2 4</b>
Continuation of accounting principles learned in BUS 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.		
Prerequisite: BUS 120		
<b>BUS 122</b>	<b>Accounting III</b>	<b>3 2 4</b>
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.		
Prerequisite: BUS 121		

**BUS 123      Business Finance      3 0 3**  
Financing of business units, as individuals, partnerships, corporations, and trusts.  
A detailed study is made of short-term, long-term, and consumer financing.

**BUS 124      Business Finance II      3 0 3**  
A continuation of BUS 123 including short- and long-term sources and uses of funds as well as working capital management.

**BUS 125      Personal Finance      3 0 3**  
An introduction to the management of property and income of an individual. A discussion of the various problems relating to the acquisition, enjoyment and valuation of properties, earnings, savings and expenditures for making personal financial decisions.

**BUS 183 Terminology, Vocabulary & Punctuation 5 0 5**  
A course to develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

**BUS 204 Advanced Typewriting IV 2 3 3**  
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.

Prerequisite: BUS 104

Speed requirement: 50 words per minute for five minutes

<b>BUS 209</b>	<b>Real Estate Finance</b>	<b>5 0 5</b>
A study of real estate finance including an analysis of financial institutions, techniques, and instruments necessary in real estate. Topics include the sources of funds, types of mortgages, role of government agencies, interest rates, loan costs and closings and competition in the money market.		

**BUS 211 Machine Transcription I 2 4 4**  
A beginning course for Secretarial-Executive and General Office students in developing the skill of transcribing at the typewriter. Special emphasis is placed on developing vocabulary, accurate spelling, and supplying the necessary punctuation for a correct transcript. The student is encouraged to proofread and correct all errors in order to have a mailable transcript.

Prerequisite: BUS 104

**BUS 212**      **Machine Transcription II**      **2 4 4**  
A continuing course for General Office students to improve transcribing ability. The student is expected to strengthen her vocabulary and improve accuracy in spelling and punctuating. Special emphasis is placed on mailable transcripts in appropriate form for the various business and professional offices in which the student may eventually be employed.

**BUS 214      Office Procedures      3 2 4**

the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 204

**BUS 222                    Intermediate Accounting I                                    3 2 4**

This course is designed to provide a gradual transition from the introductory course in accounting to the more rigorous professional level of analysis. The earlier part of this course constitutes an overview of the accounting process, including the development of accounting theory and practice, and the income statement and balance sheet. In addition, the course deals with problems that arise in accounting for and controlling cash, marketable securities, receivables and current liabilities.

Prerequisite: BUS 122

**BUS 223                    Intermediate Accounting II                                    3 2 4**

This course is a continuation of BUS 222. Attention is centered on the problems of accounting and reporting on a firm's investment in productive assets: inventories, facilities, and intangibles. In evaluating alternative methods of accounting for inventories and facilities, the effect of changes in specific prices and general price levels is given particular attention.

Prerequisite: BUS 222

**BUS 224                    Intermediate Accounting III                                    3 2 4**

This course is concerned primarily with the special accounting problems common to corporate organizations. These problems focus largely on the stockholder's equity and long-term debt section of the balance sheet. In addition, this course deals with the statement of changes in financial position, accounting changes and related disclosure requirements, along with incomplete records and the analysis of financial statements.

Prerequisite: BUS 223

**BUS 225                    Cost Accounting    3 2 4**

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standards cost principles and procedures; selling and distribution cost; budgets; and, executive use of cost figures.

Prerequisite: BUS 122

**BUS 229                    Taxes    3 2 4**

A study of Federal and State Income Tax Codes for individual, proprietorships, partnerships and corporations.

Prerequisite: BUS 121

**BUS 235                    Principles of Management                                    3 0 3**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the design-making function versus the operating function. Role of management in business-qualifications and requirements.

**BUS 247                    Fundamentals of Risk and Insurance                            3 0 3**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

<b>BUS 271</b>	<b>Office Management</b>	<b>3 0 3</b>
Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems.		
<b>BUS 273</b>	<b>Word Processing Applications</b>	<b>2 4 4</b>
An overview of word processing programs for the microcomputer and the assignment of selected business applications. Emphasis is on the handling of routine office procedures with electronic equipment.		
Prerequisite: BUS 104		
<b>BUS 274</b>	<b>Labor Relations</b>	<b>3 0 3</b>
An historical perspective on labor law and legislation as it has developed in the United States. A treatment of evolving labor law concepts, labor relations in the U.S. and its impact on the economy.		
<b>BUS 1103</b>	<b>Small Business Operation</b>	<b>3 0 3</b>
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.		
<b>CAR 1101</b>	<b>Carpentry: Tools, Processes and Intro. to Framing</b>	<b>4 21 11</b>
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, including form construction and erection.		
<b>CAR 1102</b>	<b>Carpentry: Framing</b>	<b>3 12 7</b>
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including; floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.		
<b>CAR 1103</b>	<b>Carpentry: Finishing</b>	<b>4 15 9</b>
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: Exterior cornice, door and window trim, interior flooring, door and window facing, moldings, cornice construction, installation of hardware, and installation of built-in equipment and cabinets.		
<b>CAR 1104</b>	<b>Carpentry: Cabinetmaking</b>	<b>4 15 9</b>
Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include		

measuring, layout and construction of; base and wall cabinets, built-in desk, floor and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

**CAR 1114 Building Codes 3 0 3**

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment, and materials. Also a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

**CIV 1101 Introduction to Surveying 2 3 3**

An introduction to the surveying instruments utilized in laying out construction sites. Emphasis will be placed on practical exercises and field trips to actual construction sites.

**COS 1101 Introduction to Cosmetology 6 0 6**

This course is designed to introduce the students to the various aspects of cosmetology. In addition to receiving the basics of hair styling, hair shaping, bacteriology, sterilization, and the anatomy of the hair, the student will study the basic chemistry of shampoos, rinses, scalp and hair conditioners, and cold wave to include the proper use and application of each. Professional ethics and the development of personality will also be stressed.

**COS 1102 Mannequin Practice 2 21 9**

This course is designed to provide through practical work a firm foundation in the basic skills involved in hair shaping (razor method), hair styling, permanent waving, manicuring, shampoos, and scalp treatment. Demonstration will be provided by the faculty with an immediate practical response by the student.

**COS 1103 Theory of Cosmetology 6 0 6**

This course is designed to provide the student with a basic theory concerning hair coloring, manicuring, and thermal waving. Additionally, the anatomy and chemistry of hair coloring, and the use and care of pressing combs and thermal irons will be stressed, along with the theory of massage and light therapy. The diseases and disorders of the skin, scalp, hair, and nails will be covered.

**COS 1104 Cosmetology Skills 2 21 9**

This course is a continuation and application of practical skills learned in COS 1102. The student will now be permitted to practice on live models as well as mannequins. All previously learned skills will be utilized and additional skills will be taught to include hair shaping by the scissor method, hair coloring, lash and brow tinting, wig care, hair pieces, and facials. Students will be introduced to more complicated hair styles. Prerequisite: COS 1102

**COS 1105 Theory of Cosmetology 6 0 6**

This course is designed to expand the theory covered in COS 1103, to include detailed instructions in those parts of anatomy which pertain to cosmetology. The skeletal, muscular, nervous, circulatory systems will be stressed. Additional instruction in facial treatment, facial make-up, and chemistry of facial cosmetics will be covered. Prerequisite: COS 1103

**COS 1106 Cosmetology Skills II 2 21 9**

This course is a continuation of the practical applications of skills applied in COS 1104. During this course, the students will work less with mannequins and more on live models. Additional skills to be practiced will be long hair styles, hot oil manicures, facial make-ups, special hair cuts, special effects to be achieved with hair coloring, and air oxidation method of permanent waving.

Prerequisite: COS 1104

**COS 1107 Salon Management 6 0 6**

This course is primarily designed to introduce the student to the many areas and responsibilities that are involved in the management of the cosmetology salon. Field trips will be scheduled into the surrounding communities in order that students may study the arrangement and operation of actual beauty salons. Additionally, they will study the tax structures, business aspects, and law governing cosmetology as set forth by the legislature, North Carolina State Board of Cosmetic Art Examiners, and the North Carolina State Board of Health.

**COS 1108 Cosmetology Skills III 2 21 9**

This course is designed to allow the students to demonstrate, under supervision of the instructor, all cosmetology skills which will enable them to be effective cosmetologists upon entering the world of work. Additionally, there will be special classes and demonstrations which will cover the new trends in hair styles as they are released and any new procedure or product that enters the cosmetology market before graduation.

Prerequisite: COS 1106

**COS 1110 Cosmetology Skills IV 0 30 10**

This course is designed for the student who wishes to complete the additional hours and live model projects, as set forth by the North Carolina State Board of Cosmetic Art, so that he/she may take the Cosmetologist Exam and not have to work for six months apprenticeship.

Prerequisite: COS 1108

**COS 1112 Advanced Cosmetology 2 3 3**

This course is designed to bring the hairdresser or student any new up-to-date material that might become available. Our faculty will keep up to date on new advances, techniques, and products, and through this course offer them to our advanced students and licensed hair care personnel.

**COS 1199 Cosmetology for Graduates 0 9 3**

This course is designed for the student who wishes to complete additional hours in cosmetology under supervision in order that he/she may be able to meet the qualifications required by the State Board, or State Boards of Cosmetic Art in other states which exceed those in North Carolina. These students will be allowed to attend any course and participate in practical projects which they feel will be most beneficial in their future practice of cosmetology.

Prerequisite: Graduate of one-year program.

**DFT 122 Blueprint/Mechanical I 2 3 3**

Blueprint/Mechanical covers interpretation and reading of blueprints. Information on the basic principles of the blueprints; lines, views, dimensioning procedures and notes.

**DFT 123 Blueprint Reading II 2 3 3**  
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 122.

**DFT 1101 Schematics and Diagrams (Engines, Measurements, and Tools) 1 3 2**

Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.

**DFT 1102 Schematics and Diagrams (Electrical and Fuel Systems) 1 3 2**

Interpretation and reading of blueprints, sketches, and drawings. Development of ability to read, interpret, and understand blueprints, charts, instructions, and service manuals pertaining to automotive, electrical, and fuel systems. Views, dimensioning, and procedures will be stressed.

**DFT 1104 Blueprint Reading: Mechanical 3 2 4**

Interpretation and reading of blueprints. Information on the basic principles of the blueprints; lines, views, dimensioning procedures and pictorial sketches. Emphasis placed on mechanical drawings related to the machinist curriculum.

**DFT 1105 Blueprint Reading: Mechanical 3 2 4**

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104

**DFT 1106 Blueprint Reading (Welding Related) 3 2 4**

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and pictorial sketches. Emphasis placed on mechanical drawings related to the welding curriculum.

**DFT 1110 Blueprint Reading: Building Trades 2 2 3**

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

**DFT 1111 Blueprint Reading and Sketching 2 2 3**

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

**DFT 1112 Blueprint Reading: Electrical 2 3 3**

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations. Development of proficiency in extracting necessary information from a blueprint.

**DFT 1113 Blueprint Reading: Electrical 2 3 3**  
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1112

**DFT 1116 Blueprint Reading: Air Conditioning 1 3 2**  
A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

**DFT 1117 Blueprint Reading & Pattern Development 2 2 3**  
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

**DFT 1118 Pattern Development & Sketching 2 3 3**  
A study of the development of patterns which assist welders in preparing joints of all types. Students will prepare sketches from which cuts and joinings will be made. Emphasis will be placed on rectangular and cylindrical layouts.

**DFT 1202 Mechanical Blueprints 2 3 3**  
Blueprint/mechanical covers interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

**DMK 120 Marketing 3 0 3**  
An introductory course designed to emphasize key concepts and issues underlying the modern practice of marketing. Modern day illustrations are used in order to provide better examples of how certain concepts work within the total marketing system. The four main decision areas in marketing--products, distribution, promotion, and pricing--are covered as well as the interaction of marketing and society.

**DMK 132 Sales Development 5 0 5**  
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

**ECO 102 Economics I 3 0 3**  
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

**ECO 104 Economics II 3 0 3**  
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

<b>EDP 104</b>	<b>Introduction to Data Processing</b>	<b>3 0 3</b>
Fundamental concepts and operational principles of data processing systems, as an aid in developing basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.		
<b>EDP 109</b>	<b>BASIC Language Programming I</b>	<b>2 4 4</b>
An introduction to microcomputer programming using the BASIC language. Students will learn techniques of problem solving and program development using simple logic and program coding in the BASIC computer language.		
Prerequisite: EDP 104 (or consent of instructor)		
<b>EDP 110</b>	<b>BASIC Language Programming II</b>	<b>2 4 4</b>
A continuation of EDP 109. This course examines the use of advanced programming techniques and develops the skills requiring more advanced logic. The student will design short programs with supporting documentation and data handling techniques.		
Prerequisite: EDP 109		
<b>EDP 111</b>	<b>COBOL I</b>	<b>2 4 4</b>
An introduction to business computer programming using the COBOL programming language. Emphasis is on program design and logic as well as proper COBOL coding.		
Prerequisite: EDP 104		
<b>EDP 112</b>	<b>COBOL II</b>	
A continuation of EDP 111		
Prerequisite: EDP 111		
<b>EDP 121</b>	<b>Data Processing Math</b>	<b>3 0 3</b>
An introduction to the concepts of numbering systems, matrix algebra and Boolean algebra as they relate to computers and computer programming.		
<b>EDP 205</b>	<b>Computerized Accounting</b>	<b>2 3 3</b>
This course examines the use of a computerized accounts receivable, accounts payable, and general ledger system. The student will have selected assignments and accounting practice sets to complete with commonly used business applications being emphasized.		
Prerequisite: BUS 121		
<b>EDP 217</b>	<b>Software Applications</b>	<b>1 2 3</b>
An introduction to and utilization of an electronic worksheet and computer generated elementary descriptive statistics. Commercial software such as Visicalc will be used.		
<b>EDP 218</b>	<b>Data Base Management Systems</b>	<b>2 4 4</b>
An overview of selected Data Base Management Systems. Utilization and manipulation of selected data base management software with emphasis on business applications.		
Prerequisite: EDP 104		
<b>EDU 100</b>	<b>Prin. and Practices of Early Childhood Education</b>	<b>3 2 4</b>
This course is an introduction to early childhood education, with emphasis on the role of the teacher in an environment that encourages exploration and learning.		

EDU 101	Child Growth and Development I (Infants and Toddlers)	3 0 3
A study of the physical, social, psychological, and cognitive development of the child from birth through age two. The emphasis is on the importance of early experiences in establishing behavior patterns, attitudes, and interpersonal relationships. Observations of children's ages four weeks to two years of age will be included. The study of an individual child will be an integral part of the course.		
EDU 102	Child Growth and Development II (Pre-school)	3 0 3
The development sequence of pre-school aged children (3-5) will be examined in depth with emphasis being given to factors influencing development. Activities appropriate for children at each level of development will be discussed and, wherever possible, practical application. The study of an individual child will be an integral part of the course.		
Prerequisite: EDU 101		
EDU 105	Health and Safety for Young Children	3 0 3
The objectives of this course are to provide the students with an overview of childhood illnesses, basic first aid instruction, and training in the safe operation of a child care center.		
EDU 110	Nutrition for Young Children	3 2 4
This course is an introduction to the nutritional needs of infants and young children, designed to enable the student to identify those nutrients essential for life and well being, and their metabolic functions and food sources. Attention is given to developing the skills needed to plan menus and prepare and serve food in a child care center, as well as techniques that can be used to educate children and parents about good nutrition.		
EDU 113	Early Childhood Curriculum Planning I (Language)	3 6 5
This course is designed to help students provide opportunities for children to understand, acquire and use verbal and non-verbal means of communicating thoughts and feelings. Students will have an opportunity to design learning episodes that will help children develop their communication skills by providing planned opportunities for children to listen, interact, and express themselves with other children and adults.		
Prerequisite: EDU 100		
EDU 114	Early Childhood Curriculum Planning II Creative (Music, Drama, Art, Cooking)	3 6 5
This course is designed to assist students in designing and implementing learning experiences that will stimulate children to explore and express their creative abilities (music, dramatic play, art, etc.).		
Prerequisite: EDU 113		
EDU 115	Early Childhood Curriculum Planning III (Construction, Physical, Blocks)	3 6 5
This course will assist students in learning to provide a variety of equipment, activities and opportunities to promote the physical development of children.		
Prerequisite: EDU 114		

**EDU 116 Early Childhood Curriculum Planning IV Cognitive (Science, Manipulatives, Sand/Water)**

3 6 5

The student will learn how to design and implement activities and experiences that develop questioning, probing, exploration, and problem-solving appropriate to the developmental levels and learning styles of children.

Prerequisite: EDU 115

**EDU 118 Program Planning for Infants, Toddlers, and Two's 3 2 4**

This course is designed to provide students with the skills and knowledge needed to select developmentally appropriate activities for infants, toddlers, and two-year-olds. Students will learn to evaluate the developmental level of individual children and plan programs that maximize their opportunities for growth and learning.

**EDU 122 Behavior Management 3 2 4**

This course is designed to help students encourage the orderly functioning of children individually and in a group.

**EDU 125** Working with Parents **3 0 3**

This course examines the relationship between the family and the day care center. The emphasis is on the family's influence on the child, the interaction between the parents and the caregivers and the role of the caregiver in assisting the parents with child guidance.

ELC 112 Direct & Alternating Current 5 12 9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 113 Direct and Alternating Current Motors and Controls 3 12 7

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple systems controls.

**ELC 121 Control Circuit Systems 3 6 5**

A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that includes relays, timers, magnetic starters, thermostates, and countless other control devices that insure the safe and efficient operation of machinery.

ELC 215 Electrical Machines 3 6 5

This course covers the principles of direct current generators and motors, characteristics of the various types of electrical machines, alternating - current generators, transformers, three phase motors, synchronous motors and single phase motors.

**ELC 225 Electrical Controls 3 6 5**

A practical training course in electrical controls that takes in all phases of control

work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.

Prerequisite: ELC 113

**ELC 235 Plan Electrical Installation 3 12 7**

The student will be trained to estimate, plan, and install an electrical project involving an electrical control system and machinery. The student will learn to develop a schematic drawing of this system (either conventional or solid state). He will also learn how to check this installation for safety, code compliance, and operation.

**ELC 240 Concept of Energy Management 3 0 3**

Discuss systems designed for industrial, commercial, and residential establishments. Methods for demand limiting, load cycling, load rotation, time of day scheduling. Holiday scheduling for power, light, heating, and cooling.

**ELC 1106 Practical Laboratory Techniques 2 3 3**

Practical laboratory skills will be taught with emphasis on hand tools, power tools, and fastening techniques. Measurement techniques will be stressed with the use of ohmmeter, voltmeter, ammeter, and oscilloscope. Safety procedures will be stressed throughout.

**ELC 1112 Direct and Alternating Current 6 9 9**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 1113 Direct and Alternating Current Motors and Controls 3 12 7**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.

**ELC 1121 Electrical Control Systems 3 6 5**

A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.

Prerequisite: ELC 1113

**ELC 1122 Logic Control Systems 3 6 5**

This course is a continuation of ELC 1121. Additional instruction in static control development and the application of static elements: Diode Logic, Diode-Transistor Logic (DLT), Transistor-Transistor Logic (TTL), Experiments using Nor Logic (Norpak). Integrated circuits, Silicon Controlled Rectifiers (SCR), Triac and Programmable Controllers.

Prerequisites: ELN 1131, ELC 1121

**ELC 1124 Residential Wiring** 4 9 8  
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

**ELC 1125 Commercial and Industrial Wiring** 3 15 8  
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electric Code, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.  
Prerequisite: ELC 1113

**ELC 1126 National Electrical Code** 2 0 2  
A study of the current rules and regulations that govern the installation and maintenance of electrical equipment in North Carolina. This course will provide the student with an understanding of the responsibilities of the electrical workman, electrical contractor, and the inspector.

**ELN 104 Instruments & Measurements** 2 3 3  
Upon successful completion of this course the student should be able to: (1) use Ammeters, Voltmeters, and Ohmeters; (2) calculate the values of shunts and multipliers to extend the range of meters.  
Prerequisite: ELC 112 (Night Students Only)

**ELN 105 Instruments & Measurements II** 2 3 3  
(1) Manipulate the controls of signal generators and oscilloscopes to present a visual trace of an electrical signal for wave shape observation, frequency comparison, time frequency and voltage measurement, and phase angle determination; (2) measure power with the Wattmeter and; (3) make precise resistance measurements with a whealstone bridge.

**ELN 108 Solid State Devices** 3 6 5  
Presents qualitative electronic concepts dealing with solid state devices, characteristics and operation. Solid state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.

**ELN 111 Elect/ELN Troubleshooting** 3 6 5  
Broad introduction to use of industrial electromechanical and electronic circuits providing an understanding of the servicing of a number of industrial control systems. Servicing of sensing devices for detecting values, rates, and changes in temperature, pressure, flow, level, etc., is included.

**ELN 122 Solid State Control Systems** 3 6 5  
This course is a continuation of ELC 121. Additional instruction is static control development and the application of static elements: Diode Logic, Diode-Transistor Logic (DTL), Transistor-Transistor Logic (TTL), Experiments using Nor Logic (Norpak). Integrated circuits, Silicon Controlled Rectifiers (SCR), Triac and Programmable Controllers.

<b>ELN 205</b>	<b>ELN Circuit Analysis</b>	<b>2 3 3</b>
A study in the analysis and maintenance of electronic systems. Included are component troubles and their effect on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.		
<b>ELN 220</b>	<b>Electronic Systems</b>	<b>3 6 5</b>
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems.		
<b>ELN 265</b>	<b>Introduction to Computer Logic</b>	<b>2 3 3</b>
Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic and diagrams, truth tables, and other logic functions.		
<b>ELN 268</b>	<b>Programmable Controls</b>	<b>2 3 3</b>
The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini/micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers.		
<b>ELN 1111</b>	<b>Electronic Troubleshooting</b>	<b>3 3 4</b>
A study of electronic troubleshooting and procedures for radio, Hi-Fi stereo, tape recorders, television, camera and video tape recorders, CB and mobile radio, electronic organs, digital circuits. Included is the use of electronic instruments, test equipment, tools and auxiliary items.		
Prerequisite: ELN 1157		
<b>ELN 1124</b>	<b>Electronic Drawing</b>	<b>2 6 4</b>
A study of drawing instruments, layout, construction, lettering, dimensioning, and reading electronic prints. Electronic symbols, schematics, and printed circuits board layout is emphasized.		
Prerequisite: ELC 1116		
<b>ELN 1128</b>	<b>Digital Fundamentals</b>	<b>4 6 6</b>
A study of base-two mathematics, basic Boolean algebra, and binary codes as applied to computer circuits. Integrate circuit logic gates are used in the laboratory. Study of symbols, truth tables, and other related digital functions.		
<b>ELN 1131</b>	<b>Industrial Electronics I</b>	<b>3 6 5</b>
This course teaches the student the basic principles of electronics, and the electrical vocabulary. It teaches the operation of semi-conductors and transistors. After the basics, the student will go into special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.		
Prerequisites: ELC 1133, ELC 1121		
<b>ELN 1137</b>	<b>AC/DC Motors &amp; Controls</b>	<b>3 12 7</b>
The basic concepts of AC and DC motors and simple system controls. An introduction to the type of controls used in industries such as thermostats, time or sequencing switches.		

<b>ELN 1141</b>	<b>Microprocessors</b>	<b>3 6 5</b>
A philosophical approach to the design and analysis of computer systems with heavy emphasis on microprocessors and troubleshooting, including programmable controllers.		
<b>ELN 1142</b>	<b>Digital Control Systems</b>	<b>3 9 6</b>
A study of how digital fundamentals are used for control of equipment and processes by monitoring inputs and controlling outputs.		
<b>ELN 1155</b>	<b>Solid State Devices</b>	<b>2 3 3</b>
Presents qualitative electronic concepts dealing with solid devices, characteristics and operation. Solid state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.		
Prerequisite: ELC 1115, ELC 1106		
<b>ELN 1157</b>	<b>Fundamentals of Industrial Controls</b>	<b>2 6 4</b>
A study of the basic concepts of industrial measurements and control circuits and loops. Included are motor, electronic, pneumatic controls and associated control circuits, sensing devices and final control elements required by industry.		
Prerequisite: ELN 1104, ELN 1155		
<b>ENG 001</b>	<b>Study Skills</b>	<b>3 2 4</b>
Designed to develop an understanding for the need to learn and practice good study habits. Presents an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlining, note taking, library skills, effective use of the textbook, and research oriented to individual interest areas.		
<b>ENG 002</b>	<b>Grammar</b>	<b>3 2 4</b>
Designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their job chances for success in school, in social situations, and on the job.		
<b>ENG 003</b>	<b>Paragraph Development</b>	<b>3 2 4</b>
This course is designed to teach basic sentence writing, sentence combining, sentence variety, and the mechanics of punctuation and capitalization. Specific areas of paragraph writing will be presented in a step-by-step approach: writing topic sentences, listing supporting details and writing the entire paragraph. By breaking the process into steps, the lessons will be built one upon another to develop the student's writing skill and confidence. Once paragraph construction has been mastered, the student will be prepared to move into more complex writing assignments.		
<b>ENG 004</b>	<b>Developmental Reading I</b>	<b>3 2 4</b>
This course concentrates on basic reading skills that enables a student to analyze words through phonetic and structural word attack. In addition to word recognition skills the basic comprehension skill of understanding the main idea will be taught.		

**ENG 005              Developmental Reading II              3 2 4**

This course is a continuation in the development of reading skills and is designed primarily to improve reading comprehension and vocabulary. In addition, skill improvement in the related area of spelling will be included.

Prerequisite: ENG 004 or satisfactory score on the reading placement test.

**ENG 006              Developmental Reading III              3 2 4**

This course is a continuation in the development of reading skills and is designed to increase proficiency in comprehension and vocabulary skills. The student will be provided with college level reading materials and instruction in skills necessary to use college level reading material effectively.

Prerequisite: ENG 004 & ENG 005 or satisfactory score on the placement test.

**ENG 007              Critical Reading              3 2 4**

This course is a continuation in the development of reading skills and is designed to strengthen the more complex reading comprehension skills: drawing conclusions, making inferences, and understanding figurative language. Reading strengthens and weaknesses will be identified and prescriptive tasks for remediation will be assigned.

**ENG 008              Pre-Business Reading & Vocabulary              5 0 5**

Designed to teach students to understand what they read, to comprehend and use powerful vocabulary, to better serve the author's full meaning, to make inferences, and to draw conclusions.

**ENG 022              Pre-Business Grammar              5 0 5**

This course is designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, sentence structure and punctuation.

**ENG 101              Grammar              5 0 5**

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

**ENG 102              Composition              3 0 3**

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101

**ENG 103              Report Writing              3 0 3**

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to the student's specific curriculum.

Prerequisite: ENG 102

**ENG 104              Executive Spelling              3 0 3**

A realistic learn-to-spell program, presenting key words the student needs to master in order to be able to communicate effectively in the world of business. Particular emphasis will be placed on effective use of the dictionary with words most likely to be encountered by the beginning employee in a business office.

**ENG 105              Composition              5 0 5**

This course is an introduction to writing basic compositions, beginning with the paragraph and concluding with the short essay. Types of essays include exposition, argumentation, and narration. Literary analysis is presented through reading and discussing short stories and essays.

**ENG 106              Composition              5 0 5**

This course introduces the student to writing of extended essays and research papers. Purpose and audience analysis are stressed. Representative essays in a text are read and analyzed on the basis of meaning and relevance. A research paper is required as evidence of the student's ability to assimilate, organize, and document information from various sources.

Prerequisite: ENG 105

**ENG 107              World Literature              5 0 5**

This course is a survey of major world writers, excluding American writers, ranging from the ancient Greeks to modern Western authors. Emphasis is placed on the universality of human behavior as depicted through literature. Attention is given to the relationship between the writer's work and the events of his time.

**ENG 108              American Literature              5 0 5**

This course is a survey of the major writers of America from colonial days to the present.

**ENG 109              Reading Improvement              3 0 3**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.

**ENG 201              Advanced Grammar              5 0 5**

An advanced, intensive course in grammar designed to strengthen the ability of the student to express himself in written and oral communication. The course is also intended to reinforce previously acquired knowledge of machine transcription and to provide additional assistance in the preparation of letters and other business forms.

Prerequisite: ENG 101

**ENG 204              Fundamentals of Speech              5 0 5**

A study of concepts and principles of human communication applicable to modern business and industry. Emphasis on perceiving, building and developing one-on-one and small group relationships. Attention to intrapersonal communication, improving vocal habits, role-playing, and some public speaking.

**ENG 206              Business Communication              3 0 3**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action - getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: ENG 102

**ENG 1101              Reading Improvement              5 0 5**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

**ENG 1102      Communication Skills      3 0 3**  
Designed to promote effective communication through correct language usage in speaking and writing.

**ENG 1104      Oral Communications      3 0 3**  
Oral communications for cosmetologists places emphasis on the value of using correct grammar in all areas of daily living, especially in the area of work.

**HEA 102      First Aid & Safety      3 0 3**  
A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.

**HEA 201      Personal Health and First Aid      5 0 5**  
Major health problems and how they relate to individuals; principles and applied techniques of first aid are studied.

**HIS 105 American History 5 0 5**  
A study beginning with the colonization of colonial America and ending at the close of the Civil War.

**HIS 106 American History 5 0 5**  
This course begins with the reconstruction era and continues to the present.

**ISC 102      Industrial Safety      3 0 3**  
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personal protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

**MAS 1101      Bricklaying      4 21 11**  
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

<b>MAS 1102</b>	<b>Bricklaying</b>	<b>3 12 7</b>
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. The proper use of bonds, expansion strips, walls, ties, and caulking methods are stressed.		

**MAS 1103 General Masonry 6 18 12**  
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.

**MAS 1104 General Masonry** 4 18 10  
Major emphasis will be placed upon speed and accuracy utilizing the practices and principles learned in MAS 1101, MAS 1102, and MAS 1103.

**MAT 001 General Math** 3 2 4  
Designed primarily to improve comprehension, accuracy and speed in dealing with the basic fundamentals of mathematics. Main emphasis will be on working with whole numbers, dealing mainly with adding, subtracting, multiplying, and dividing. Fractions will be introduced.

**MAT 002 General Math** 3 2 4  
Designed to be a continuation of General Math, MAT 001. Main emphasis will be focused on dealing with the basic operations of common fractions and decimal fractions.

**MAT 003 Consumer Math** 3 2 4  
Designed primarily to introduce the student to operations related to introductory business math. Operations stressed will relate to percentage and consumer applications.

**MAT 004 Pre-Business Math** 5 0 5  
This course is designed to enrich the students' mathematical background and to provide the students with a clear concept of the fundamentals of mathematics.

**MAT 035 Basic Mathematics** 5 0 5  
This course will present material that is necessary for college level math. It will attempt to fill the gap for students finishing Development Studies and not having the needed concepts to take Fundamentals of College Math.

**MAT 039 Basic Math for Nurses** 4 0 4  
Study and practice of basic arithmetic procedures, common decimal fractions, percentage, ratio and proportion, Roman numerals, Metric and Apothecary systems of weights and measures, Fahrenheit and Centigrade scales, solutions and dosages.

**MAT 106 Math I** 5 0 5  
Practical number theory, analysis of basic operations; basic arithmetic skills. Fractions, decimals, percentages, ratio and proportion, a study of plane and solid geometric figures, measurement of surfaces and volumes. Essential applications for the technical field being studied.

**MAT 107 Math II** 5 0 5  
The real number system is developed as an extension of natural numbers. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

**MAT 108 Math III** 5 0 5  
A continuation of MAT 107. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

**MAT 109 Math IV** 5 0 5  
An introductory course in Boolean Algebra. This course will include a study of number systems of various bases, digital arithmetic, truth tables and the logic of circuits.

<b>MAT 110</b>	<b>Fundamentals of College Mathematics</b>	<b>5 0 5</b>
An introduction to the fundamental principles of mathematics. MAT 110 emphasizes elementary set theory, mathematical number systems, structures, and elementary logic.		
<b>MAT 111</b>	<b>College Algebra</b>	<b>5 0 5</b>
A study of real numbers, sets, algebraic expression, first and second degree equations, first order inequalities and their graphs, polynomials, functions, exponents, and logarithms will be discussed.		
Prerequisite: MAT 110		
<b>MAT 112</b>	<b>General Math I</b>	<b>5 0 5</b>
Basic arithmetic: addition, subtraction, multiplication and division of whole numbers, fractions and decimals, with practical application problems at each level of development. Individualized instruction and self-study materials to provide for individual development at the student's level of need and ability.		
<b>MAT 1101</b>	<b>Fundamentals of Mathematics</b>	<b>5 0 5</b>
Practical number theory. Analysis of basic operations; addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.		
<b>MAT 1112</b>	<b>Building Trades Mathematics</b>	<b>5 0 5</b>
Practical problems dealing with volumes, weights, ratio, mensuration, and basic estimating practices for building materials.		
<b>MAT 1113</b>	<b>Building Trades Mathematics</b>	<b>5 0 5</b>
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.		
<b>MAT 1123</b>	<b>Machinist Mathematics</b>	<b>3 2 4</b>
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.		
<b>MEC 105</b>	<b>Introduction to Fluid Power</b>	<b>2 3 3</b>
Hydraulics-Fundamentals is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Topics included are: the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.		
<b>MEC 110</b>	<b>Plumbing &amp; Pipe Fitting</b>	<b>2 3 3</b>
This course covers the basic principles for piping systems as they are used in machinery and equipment for production and manufacturing processes. Its ability to increase production will be stressed.		
<b>MEC 112</b>	<b>Machine Shop Processes</b>	<b>2 3 3</b>
Machine Shop Processes acquaints the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operations; hand grinding of drill bits and lathe tools; set-up work applied to the trade.		

MEC 132 Industrial Rigging

3 6 5

Principles of safe rigging practices for the purpose of handling, placing and moving heavy machinery and equipment. Deals with hoists, lifts, slings, rollers and beds, jacks, levers and dollies. Loading and margins of safety of ropes chains, cables and grappling devices. Proper usage of padding, stiff knees and struts to prevent damage. Safe rigging procedures. Signaling practices. Practical application of principles to the solution of the problems in the lab. Also, the study of principles and standard practices of equipment and machinery installation. Treats foundations, beds, support, leveling, alignment, shimmering and anchoring of equipment, components and machinery to insure correct operation. The course is an introduction to the field of the millwright.

MEC 231 ELC/Mechanical Maintenance I

1 9 4

This course acquaints the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection.

MEC 232 ELC/Mechanical Maintenance II

1 6 3

This course is a study of those parts of the electrical code which affects the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating, and power installation. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations of various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

MEC 234 Pneumatics/Hydraulics Systems

2 3 3

This course covers the basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators, and reservoirs. Installation and maintenance of the components will be made by the students.

MEC 235 Plan Industrial Installation

3 12 7

A departmental set-up that will be a continuation of electromechanical devices and systems with special emphasis on pressure and vacuum gauges, pumps, blowers, control signals and devices, electromechanical valves, and electronic mechanisms that automatically operate machinery. Mock-ups will be built to study the various types of devices and systems. Troubleshooting using measuring and testing equipment common to electromechanical equipment is stressed.

MEC 1101 Machine Shop Theory and Practice

3 12 7

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

**MEC 1102      Machine Shop Theory and Practice      3 12 7**  
Advanced operation in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.  
Prerequisite: MEC 1101

**MEC 1103      Machine Shop Theory and Practice      4 15 9**  
Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.  
Prerequisite: MEC 1102

**MEC 1104      Machine Shop Theory and Practice      2 15 7**  
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.  
Prerequisite: MEC 1103

**MEC 1105      Introduction to Fluid Power      2 3 3**  
Hydraulic principles, circuits, control valves, actuators, pumps, fluids, and various accessories will be studied. Installation and servicing methods of the system will be undertaken.

**MEC 1106      Pump Repair & Maintenance      2 3 3**  
A study of various types of pumps and controls including air, hydraulic and water. The student will learn to disassemble, inspect, reassemble, replace worn parts, lubricate, and perform minor repairs.

**MEC 1110      Plumbing & Pipe Fitting      3 6 5**  
This course is designed to introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.

**MEC 1112      Machine Shop Processes      2 3 3**  
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experience in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

**MEC 1115      Heat Treatments of Metals      2 3 3**  
Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and

forming, heat treatments for steel, surface treatments, alloy of special steels, classification of steels, and cast iron will be topics for study. The non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Power metallurgy, titanium, zirconium, indium and vanadium are included in this course.

**MEC 1117 Machine Repair 2 3 3**

This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together and adjustments necessary to obtain satisfactory service, to further acquaint him/her with removal and reinstallation of worn parts, to instruct the student in uses of lubricants as applied to machine tools, and to instruct the student in safety precautions as directed by OSHA.

MEC 1120 Duct Construction and Maintenance 3 6 5

Study of various duct materials including sheet steel, aluminum, and fiberglass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including duct made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. AHR 1126 must be taken simultaneously.

Prerequisites: DFT 1116, AHR 1123

MEC 1132 Industrial Rigging 3 6 5

Deals with hoists, slings, rollers, jacks, levers, and dollies. Loading and margins of safety ropes, chains, cables and grappling devices. Principles of safe rigging practices. Leveling, alignment, shimming, and anchoring of equipment.

MUS 101 Music Appreciation 5 0 5

A course designed to instill and to further the development of knowledge, understanding, and the appreciation of good music. Emphasis given to the historical development of music, pertinent criticism, forms of music, listening, and the relationship of music to a general cultural development.

**NUR 101 Fundamentals of Nursing** 5 6 15 9

This beginning course is the foundation for all other courses in Nursing. The emphasis is on individual self-care and basic nursing skills which assist patients in meeting physical, social, emotional, and rehabilitative needs. Observing, assessing, planning, implementing, evaluating and recording information is stressed as an introduction to the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and hospitals are used for directed clinical practices.

**NUR 102** Medical-Surgical Nursing I **7 2 15 13**

Provides beginning knowledge of the nursing care of patients with common problems caused by illness. Symptoms of illness, classification of diseases, pre- and post-operative care, long-term illness and rehabilitation, communicable disease of the adult, and disaster and emergency nursing are also included. Principles relating to care of the patient with long-term illness, in geriatric situations, during rehabilitation nursing, as well as the patient with cancer and the dying patient are studied. Objective-centered clinical learning experiences are planned on selected patients in the medical-surgical units of the hospital. Additional learning experiences are planned in the emergency room, recovery room, North Carolina Cancer Institute, and other agencies to meet stated objectives.

NUR 103	Medical-Surgical II	5 2 12 10
Continues the study of Medical-Surgical disorders, especially the pathophysiological process and therapeutic intervention pertinent to disorders of the genitourinary, musculoskeletal, nervous, endocrine, and integumentary systems, the eye and ear. Emphasis is placed upon functioning as a member of the health team. Concepts of patient family teaching, pharmacology, and nutrition are integrated as well as self-care concepts.		
NUR 104	Parent-Child Nursing I	6 0 15 11
This course consists of two components; obstetrics and pediatrics. Nursing assessment, intervention and evaluation during pregnancy, labor, and delivery and the puerperium will be studied. Emphasis will be placed on family-centered nursing, preventive measures and education. The pediatric component introduces the student to the unique aspects of child care continuing to focus on principles. Growth and development, common and acute disorders, and diseases that affect the infant, toddler, preschool, school age child, and adolescent are incorporated.		
NUR 105	Nursing Trends and Seminar	5 0 0 5
Trends in nursing will be discussed with emphasis on the constantly changing role of the nurse. Ethics and accountability for the health care deliverer will be included along with the professional organization. Job opportunities and continuing education will be stressed. Preparing the student for the licensing examination is done by reviewing experiences and learning situations from day-to-day clinical activities involving obstetrics, pediatrics, or medical-surgical nursing. Individual problem-solving of actual cases will be discussed by a controlled group.		
NUR 109	Metrology	3 0 0 3
Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Conversion between systems, prescriptions of medications, drug classifications, and nursing implications are covered. Emphasis is placed on the nurse's responsibilities in relation to drug administration. The student prepares for the process of administering and computing dosages of drugs. Practice opportunities will be provided in classroom.		
NUR 200	Introduction to Associate Degree Nursing	20 20 35 4
This course is designed to assist the Licensed Practical Nurse as he/she re-enters an education program and assumes the role of a Registered Nurse student. The emphasis is on observing, assessing, planning, implementing, evaluating and recording information using the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and the hospital are used for directed clinical practices.		
NUR 204	Medical-Surgical Nursing III	4 2 15 10
A comprehensive study of biological, social, emotional, and rehabilitation components of frequently occurring illnesses. The management of patient care and leadership roles as functions of the Associate Degree Nurse during major health problems are emphasized. Opportunity is provided for using previously acquired knowledge in planning and implementing nursing care for individuals or groups. Nutrition, pharmacology, and legal aspects of nursing care are integrated in course content and clinical experiences. Planned clinical learning experiences are selected on the basis of the student's needs in order to meet stated objectives.		

**NUR 205                    Medical-Surgical Nursing IV                    5 0 12 9**

The study of bodily aberrations begins in Medical-Surgical Nursing IV and is continued with emphasis upon the rehabilitative and adaptative processes. Selected learning experiences are planned to assist the student in developing his/her ability to formulate and utilize previous and concurrent acquired skills. Comprehensive planning and competent application of cognitive, affective, and manipulative skills are employed in the care of the patients in all age groups in selected situations. The student is given the opportunity to plan, direct, and evaluate total patient care in team or primary nursing.

**NUR 206                    Nursing Trends and Careers                    3 0 0 3**

Nursing Trends and Careers is designed to assist the student to assume his/her graduate role as a Registered Nurse. Trends in nursing will be discussed to emphasize the constantly changing role of the R.N. Ethics and accountability for the health care deliverer will be included along with professional organizations.

**NUR 207                    Parent-Child Nursing II                    4 2 12 9**

Maternal-Child Health Nursing II focuses on the more complex obstetrical and pediatric problems. Assessment and nursing intervention of the high-risk pregnancy, premature and full-term infant are employed in administering individualized high-quality, family centered care. Emphasis is placed on diagnostic tests and procedures used in evaluating fetal well being, gestational age, maternal and child health. Growth and development is incorporated in the study of conditions involving the respiratory, circulatory, digestive, neuromuscular, skeletal, and integumentary systems, according to various age groups.

**NUR 208                    Psychiatric Nursing                    4 2 12 9**

This course is a conceptual and developmental approach to the nurse's role in the care of patients with psychiatric disorders. Emphasis is placed on cognizance and utilization on self as a tool in socio-psychotherapeutic interventions, development of verbal and nonverbal communication skills, and formulation of therapeutic interpersonal skills. The course also emphasizes knowledge and identification of personality and behavior deviation experienced by the mentally ill patient, including etiology, treatment, prevention and rehabilitation of mental illness.

**NUT 101                    Nutrition and Diet Therapy                    3 0 0 3**

Designed to give the student basic principles of normal nutrition including the study of nutrients, their use by the body, and sources and types of food necessary for balanced diet. Meal planning is incorporated, and an introduction to the most commonly used hospital diets are included. Physiological processes of digestion, absorption, and metabolism are discussed. A knowledge of religious, cultural, and psychological factors are examined.

**PHY 101                    Physics I                                    3 2 4**

A study of the basic principles of Physics, including classical mechanics, motion, work power, energy, heat, thermodynamics sound, electricity and magnetism, optics, and modern physics.

**PHY 102                    Physics II                                    3 2 4**

Advance study of the basic principles of Physics, including classical mechanics, motion, work, power, energy, heat, thermodynamics, sound, electricity and magnetism, optics and modern Physics.

<b>PHY 1101</b>	<b>Applied Science</b>	<b>3 2 4</b>
An introduction to physical principles and their application industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.		
<b>PHY 1102</b> <b>Applied Science</b> <b>3 2 4</b>		
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force.		
Prerequisite: PHY1101		
<b>PME 1101</b>	<b>Internal Combustion Engines</b>	<b>5 15 10</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.		
<b>PME 1102</b>	<b>Engine Electrical and Fuel Systems</b>	<b>3 12 7</b>
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.		
<b>POL 102</b>	<b>United States Government</b>	<b>3 0 3</b>
English and colonial background, the Articles of Confederation, and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of national government.		
<b>POL 202</b>	<b>State &amp; Local Government</b>	<b>5 0 5</b>
A study which traces the evolution, growth, and development of American state and local government. A treatment is given of the political and constitutional status of state and local government in relation to the federal system. The functions of state, county, and city governments are taken up in considerable detail.		
<b>POL 210</b>	<b>American Government</b>	<b>5 0 5</b>
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.		
<b>PSC 101</b>	<b>Introduction to Police Science</b>	<b>5 0 5</b>
A general course designed to familiarize the student with the philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.		
<b>PSC 102</b>	<b>Motor Vehicle Laws</b>	<b>3 0 3</b>
A study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.		

**PSC 105                    Introduction to Criminology                    5 0 5**

A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.

**PSC 106                    Identification Techniques                    3 2 4**

The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten-finger and single-print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

**PSC 110                    Police Role in Crime & Delinquency                    3 0 3**

An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventative measures.

**PSC 115                    Criminal Law I                    3 0 3**

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.

**PSC 116                    Criminal Law II                    3 0 3**

A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.

Prerequisite: PSC 115

**PSC 201                    Traffic Planning & Management                    5 0 5**

A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units with the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.

**PSC 202                    Police Community Relations                    2 0 2**

A course designed to create an awareness of the need for good police and community relationships; problems confronting police personnel in achieving this goal; solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.

Prerequisite: Permission of instructor/coordinator

**PSC 205                    Criminal Evidence                    3 0 3**

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

**PSC 208                    Applied Police Psychology                    3 0 3**

Designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team.

<b>PSC 210</b>	<b>Criminal Investigation</b>	<b>3 4 5</b>
This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.		
Prerequisite: Admission to the program; permission of instructor/coordinator		
<b>PSC 211</b>	<b>Introduction to Criminalistics</b>	<b>3 2 4</b>
A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.		
Prerequisite: Admission to the program; permission of instructor/coordinator		
<b>PSC 212</b>	<b>Forensic Science</b>	<b>3 2 4</b>
A survey of the various sciences and their applications to the field of law enforcement. A study of the theory and techniques used in the more common forensic applications, such as blood grouping, blood alcohol luminol, drug analysis, flammable accelerants, explosives, serial number restoration, firearms, primer residue test, etc.		
<b>PSC 217</b>	<b>Laws of Arrest, Search &amp; Seizure</b>	<b>5 0 5</b>
The constitutional requirements and limitations for a lawful arrest and legal search and seizure. Federal and state judicial decisions concerning these requirements will be studied.		
<b>PSC 219</b>	<b>Administration of Justice</b>	<b>5 0 5</b>
A study of the functions and responsibilities of our federal, state, and local court systems.		
<b>PSC 220</b>	<b>Police Organization &amp; Administration</b>	<b>3 0 3</b>
An introduction to the principles of organization and administration, including their application to field services, such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the function; e.g., training, communications, records, property maintenance, and miscellaneous services.		
<b>PSC 221</b>	<b>Police Supervision</b>	<b>3 0 3</b>
A continuation of PSC 220, with emphasis on developing supervisory and management techniques employed at the various levels of police work.		
Prerequisite: PSC 220		
<b>PSC 225</b>	<b>Criminal Procedure</b>	<b>2 0 2</b>
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.		
Prerequisite: Permission of instructor/coordinator		
<b>PSC 230</b>	<b>Human Relations</b>	<b>3 0 3</b>
A study of concepts and attitudes held by police in relation to brutality, dishonesty, and minority groups.		

<b>PSC 240</b>	<b>Firearms &amp; Defensive Tactics</b>	3 2 4
This course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, nonlethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons.		
Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.		
<b>PSC 241</b>	<b>Firearms Practice I</b>	0 3 1
This course is designed to give the student some practical experience in the use of firearms. Major emphasis will be placed on the law enforcement officer staying in practice in the use of a pistol.		
Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.		
<b>PSC 250</b>	<b>Individual Study</b>	3 0 3
This course is offered for the purpose of permitting the student the opportunity to pursue in depth a topic related to his future employment or the field of law enforcement in general.		
<b>PSY 101</b>	<b>Introduction of Psychology</b>	5 0 5
An introduction to the field of psychology with emphasis upon intelligence, personality, learning, and motivation.		
<b>PSY 102</b>	<b>Human Growth and Development</b>	3 0 3
Prenatal, infancy, childhood, adolescence, adulthood, and gerontology are revealed in this study of human development. Both physiological and psychosocial concepts are included.		
Prerequisite: PSY 110		
<b>PSY 103</b>	<b>Adolescent Psychology</b>	3 0 3
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.		
<b>PSY 110</b>	<b>General Psychology</b>	3 0 3
This course is an introductory survey of the field of psychology, wherein the student becomes better acquainted with a human as a biological-social organism. Topics covered include psychology as a science, learning and problem-solving, human development, perception, and social psychology.		
<b>PSY 115</b>	<b>Introduction to Exceptional Children</b>	5 0 5
Introduction to the psychological principles, problems, and characteristics of children who are exceptional because of being gifted, blind, deaf, mentally retarded, physically handicapped, or socially handicapped.		
<b>PSY 205</b>	<b>Abnormal Psychology</b>	3 0 3
This course is an introduction to behavior pathology descriptions, dynamics, and modifications of abnormal behaviors including neuroses, psychoses, and personality disorders. Psychosomatic reactions are included as well as the behavior modification approaches to each disorder. Mental health maintenance is stressed.		
Prerequisite: PSY 102, PSY 110		

**PSY 206                    Applied Psychology                    3 0 3**

A study of the principles that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

**PSY 207                    Applied Psychology for Law Enforcement Personnel                    4 0 4**

A study of principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Topics investigated and related to on-the-job problems are the following: motivation, emotion, attitudes, employee selection, supervision, job satisfaction, and industrial conflicts. Attention is given to personal and group dynamics so that the student may learn to apply principles of mental hygiene to personal adjustment problems. One hour per week is devoted to a study of race relations and will cover the following topics: history of racial prejudice, facts concerning races and racial prejudice, information concerning race, crime and law. Focus will be made upon identifying personal attitudes toward races and forming attitudes that will contribute to positive relationships between police officers and the public.

**PSY 231                    Personal Development                    3 0 3**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**PSY 1101                    Human Relations                    3 0 3**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group, membership, and relationships within the work situation.

**PSY 1102                    Human Relations                    3 0 3**

A study of the cosmetologist's relationships with patrons, coworkers, employer, friends and family. Emphasis is placed on how relationships are affected by a variety of factors.

**SOC 102                    Principles of Sociology                    3 0 3**

This introductory course is designed to provide the student with a capability to relate fundamental concepts of sociology to the analysis of the major elements of social life: individuals, social situations, and culture. The course focuses on the foundation of social life, diversity and strain, social institutions and organizations, and the sources of change. The student will study patterns of socialization, intergroup and minor group relations, and population growth.

**SOC 106                    Families in American Culture                    3 0 3**

Study of the American family with attention given to family relationships and interdependencies, and social cultural stresses emerging from contemporary family life.

**SOC 201                    Principles of Sociology                    5 0 5**

An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.

**SOC 215                    Interpersonal Relationships and Communications            3 0 3**  
A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire in working with people.

**SSC 201      Social Science      3 0 3**  
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

**WLD 101 Basic Welding 2 3 3**  
This course consists of welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

**WLD 103      Basic Gas Welding      0 3 1**  
This course consists of welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment are included. Practice will be given for surface welding; bronze welding, silver soldering, and flamecutting methods applicable to mechanical repair work.

**WLD 1101 Basic Welding 2 3 3**  
Basic Welding will provide an introduction to general welding and cutting. Students will study the theory and practices of basic oxyacetylene and arc welding, to include a study of shop safety, assembly of equipment, cutting, basic welds and joints, which may be applicable to the students' particular trade.

**WLD 1103 Basic Gas Welding 0 3 1**  
Welding demonstrations by the instructor and practice by the students in either the welding shop or the air conditioning shop, utilizing oxyacetylene equipment only. Safe and correct methods of assembling and operating portable welding equipment. Practice will be given in surface and bronze welding, silver soldering and flame cutting applicable to air conditioning repair work.

**WLD 1104 Basic Arc Welding 2 3 3**  
The basic operation of AC transformer and DC motor generator arc welding sets is introduced to the student. Welding heats, polarities and different electrodes used in arc welding is thoroughly covered. After the student is capable of running beads, butt and fillet welds are made and tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

<b>WLD 1105</b>	<b>Auto Body Welding</b>	<b>2 3 3</b>
Students perform welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Emphasis will be placed on accuracy and speed in all welding positions involving electric arc and oxyacetylene welding and cutting practices.		

**WLD 1106 Basic Gas Welding 2 3 3**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembly and operating the welding equipment. Practice will be given for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

**WLD 1112 Mechanical Testing & Certification Practices 1 3 2**

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: Bend; destructive; free-bend; guided-bend; nick-tear; notched-bend; tee-bend; nondestructive; V-notch; charpy impact, etc. Also involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided-bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

**WLD 1120 Oxyacetylene Welding and Cutting 5 15 10**

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

**WLD 1121 Arc Welding 3 9 6**

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

**WLD 1122 Commercial and Industrial Practices 3 6 5**

Designed to build skills through practices in simulated industrial processes and techniques: Sketching and laying out on paper the size and shape description; listing the procedure steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

**WLD 1123 Inert Gas Welding 2 3 3**

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made on equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation; shielding gases; filer rods; process variations and applications; manual and automatic welding.

**WLD 1124 Pipe Welding 4 12 8**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

**WLD 1126      Advanced Arc Welding**

**2 15 7**

A continuation of good arc welding practices as covered in WLD 1121. Emphasis will be placed on accuracy and speed in all welding positions. All welds will be tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

# **Adult and Continuing Education**

## **General Information**

Robeson Technical College is dedicated to providing a broad range of educational opportunities through its Division of Adult and Continuing Education. It offers students an opportunity to further their education, to improve their individual proficiency, and to upgrade and improve present job skills. The program is highly flexible and attempts to meet the group and individual needs of the community. Classes are designed to assist adults in earning a high school diploma, a high school equivalency certificate, basic education, learning new skills, and enriching their lives in general.

Training is also offered in special areas, such as firefighting, law enforcement, rescue work, and supervisory development. The division works with industry to offer customized training programs which complement ongoing curriculum programs. In addition, the college offers a variety of continuing education courses for upgrading and retraining both production and supervisory personnel.

## **Class Schedules and Enrollment**

Classes are scheduled in the evening on campus, and at various times and locations throughout Robeson County. Classes usually meet once or twice per week, from two to four hours each session. Registration for all classes may be completed at the first class meeting. A class schedule is published in local newspapers prior to the beginning of each quarter. Other classes are organized on a basis of need, interest, and availability of suitable facilities and qualified instructors.

## **Admission**

The open door policy is observed regarding requirements for admission to continuing education classes. Any person who is a high school graduate or at least 18 years of age not currently attending a public school, and has the ability to benefit from the program is eligible to apply. Applicants must be in acceptable physical and mental health. Students who wish to transfer from other colleges, technical institutes, secondary and post-secondary institutes, must be eligible to return to the institution last attended. Any exception to this procedure must be approved by the Vice President for Adult and Continuing Education and only then by justifiable cause.

Those applicants between the ages of 16 and 18 years may be considered as persons with special needs and admitted to appropriate courses or programs with the necessary releases from the public schools.

## **Fees and Insurance**

A nominal registration fee ranging from \$10 to \$19 is charged for continuing education courses that are classified as academic, vocational, practical skills, or avocational. Recreational classes are

required to be self-supporting and are priced accordingly based upon the cost of instruction and necessary instruction materials and number of students enrolled in the class. All fees are payable at the first class meeting.

Registration fees are waived for Senior Citizens 65 years of age and older and prison inmates. Also, volunteer rescue personnel, lifesaving department personnel, firefighters, and law enforcement officers are exempt from registration fees when enrolled in classes to improve proficiencies in their respective vocations.

Students are expected to provide the materials, supplies, tools, and books that they will need in the course. Instructional services and supplies are furnished by the College.

Accident insurance is available for all students and is REQUIRED for students who are in potentially dangerous classes.

### **Attendance**

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80 percent is required to receive the adult diploma or certificate.

### **Certificates**

College credit is not given for completion of courses in the Division of Adult and Continuing Education; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designed courses.

### **Continuing Education Units (CEU's)**

Continuing Education Units will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEU's. One CEU is defined as being 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU's will be maintained by this institution. Individuals, firms, and professional organizations may use compilations of CEU's to provide measures of recognition for non-credit educational achievement.

### **Additional Information**

Additional information concerning any Adult and Continuing Education courses may be secured from the Office of Adult and Continuing Education, Robeson Technical College, P. O. Box 1420, Lumberton, NC 28359, or by calling (919) 738-7101.



## **Basic Education**

### **Adult Basic Education**

Adult Basic Education is a program designed to improve a person's skills in reading, writing, and arithmetic. These skills are not developed as isolated bits of knowledge, but are related to practical situations adults deal with in everyday life. The materials used are designed for adults and help prepare students to enter the high school program.

Classes usually meet for a three-hour session twice a week. In order to accommodate a variety of student needs, both daytime and evening classes are scheduled. In addition, some ABE classes are held in neighborhoods where students live or at their places of work. There are no fees for these classes. Classes in the past have been conducted at Robeson Technical College, Lumberton Junior High School, Pembroke Junior High School, Union Chapel School, Fairmont Housing Authority, R.B. Dean School, South Robeson Center, Sheltered Workshop, Deep Branch Elementary School, Prospect School, Four County Center in Fairmont, Union Baptist Church, Parkview Terrace, Mohr Plaza, Orrum School, Red Springs High School, and St. Pauls Day Care Center.

Upon completion of basic instruction, the student is eligible to study toward an Adult High School Diploma in the Learning Lab or in an extension adult high school class.

Classes are organized in the following levels:

Level One: Nonreaders through grade four; basic reading, writing, arithmetic.

Level Two: Grades four through eight; reading improvement, English expression, social studies, mathematics, science.

Registration is free for all adults who have not completed eighth grade, and textbooks are provided free by the college. All instructional materials used have been prepared with emphasis on individual needs and interest.

### **Adult High School Program**

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Classes are organized whenever and wherever there is a justifiable demand for them.

Registration is free for those adults who have not graduated from high school or who have not passed the GED test, and books are provided by the college.



The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:

1. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for 11th grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subjects.
2. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed. Copies of these transcripts should be forwarded to the Director of Basic Education, Robeson Technical College. A personal reference letter from the former school may be required for transfer acceptance.

An Adult High School Diploma is awarded when test scores indicate that required achievement level has been attained, and when minimum competency objectives have been met as determined by the North Carolina Competency Testing Program, and also when required subject matter has been satisfactorily completed. This subject matter includes reading, English expression, mathematics, science, and social studies. The diploma is awarded locally by the appropriate Board of Education. The Adult Diploma program is approved by the State Board of Education, and meets the requirements for entrance to four-year colleges and other institutions of higher learning.

### **High School Equivalency (GED)**

Another program for the Adult who has not completed high school is the High School Equivalency program. A \$5 fee is required prior to testing. Under this plan, individuals may take a series of tests called the General Educational Development tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 and a combined average of 45 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED test covers five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science, and is administered at the college.

The following requirements must be met before taking the GED test: (1) minimum age, 18, and out of school for six months; (2) is a resident of the State (a resident is defined as a person currently residing in the state, including assignment to a military base in the state); (3) file application of a special form, which is available in the office of Superintendent of Schools or at Robeson Technical College; (4) application endorsed and approved by the Superintendent of Schools or by the Director of Basic Education; (5) have a valid vocational, educational, or other purpose in applying.

The college, through the Learning Laboratory/Adult High School classes, offers the individual the opportunity to prepare for the GED test.

All applicants for GED testing shall be referred to the Learning Laboratory. Applicants shall complete the following steps:

1. Complete an application for admission to High School Equivalency Examinations and/or application for High School Equivalency Certificate.
2. Fill out request for transfer of GED test scores if previously tested at another testing center.

The Chief Testing Officer will:

1. Arrange an agreeable time for testing with Director of Basic Education.
2. Accept applicants from Director of Basic Education.
3. Administer and score the GED tests.
4. Refer all scores to the State GED Coordinator for determination of whether or not the scores are acceptable for awarding of the certificate.
5. Maintain all GED records of tested applicants. Post-test interviews shall be done by Student Services for students passing the GED tests and by the Basic Education officers for those who failed to pass the examination.

Only in emergencies or special cases will the test be given at a time different from regularly scheduled times set by the Director for Basic Education and the testing officer.

The General Education Development (GED) for high school completion is approved for 726 clock hours for eligible veterans.

### **Learning Laboratory**

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, teaching machines, and traditional materials. A person's progress is limited primarily by his/her own ambition, motivation, and ability.

Any person 18 years of age or older and out of the public school for at least six months with the ability to benefit from the program can enroll in the Learning Lab to prepare for the high school equivalence examinations (GED) or to pursue the Adult High School Diploma.

The coordinator serves as the facilitator in the learning process. Because he/she is trained in programmed and traditional materials, he/she is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. The student begins study at his predetermined educational level

and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m. Monday through Thursday, and 8 a.m. until 3 p.m. on Friday. Registration will be held the first week in September, December, March, and June. Classes are scheduled in the mornings, afternoons, and evenings. To receive credit for the quarter, a student must attend 80 percent of the classes as well as successfully complete all course requirements and pass the North Carolina Competency Test.

Registration is free for those adults who have not graduated from high school or passed the GED test.

# Industrial and Community Services Education

Industrial and Community Services Education courses are designed to serve adults who are employed or who are seeking employment at the skilled, technical, and paraprofessional levels. In addition, individuals may enroll in courses to upgrade present job skills or to learn of the newest developments in their profession. Vocational and technical courses are taught each quarter in many different locations throughout the county and on campus.

Programs in Industrial and Community Services Education are generally divided into four areas: Occupational extension courses which teach various vocational and technical job skills; new and expanding industry training; Cooperative Skills Training Center; and, management development training.

## Occupational Extension Courses

These courses are designed to provide training for a specific occupation or skill essential to the earning of a livelihood. The courses teach people new skills and improve present skills in order to make them more efficient on their present job or to improve their chances for success on a new job.

Some of the more popular occupational extension courses offered are listed below. Brief descriptions of some of these courses are given at the end of this section.

Activity Coordinator Training	Gunsmithing
Air Conditioning & Refrigeration	Home Gardening
Appliance Repair	Human Relations
Auto Body Repair	Insurance Licensing Preparation
Auto Engine Tune-up	Industrial Sewing Operator
Banking, Principles of	Industrial Sewing Machine Mechanics
Blueprint Reading	Lamaze Childbirth Techniques
Boat Construction	Landscaping
Bricklaying, Basic	Mechanics, Farm
Carpentry, Basic	National Electric Code
Chair Seat Weaving	Nurses Assistant
Computer Literacy Training	Nutrition and Menu Planning
Data Processing, Introduction to	Plumbing, Basic
Death and Dying	Real Estate Prelicensing Program
Drafting, Introduction to	Refrigeration, Introduction to
Electric Devices	Residential Wiring
Farriering	Sign Language
Forklift Operator Training	Small Engine Repair
Front End Alignment and Wheel Balancing	Surveying
Furniture Refinishing	Upholstery
Gas & Oil Burner Servicing	Wastewater Treatment Plant Operator
Ground School for Pilots	Welding, Basic
	Woodworking, Practical

## **Cooperative Skills Training for Industry**

In this time of rapidly advancing technology and automation, the upgrading and retraining of the current industrial work force is imperative. Robeson Technical College has a program to accomplish this very purpose. The Cooperative Skills Training program works very closely with the industries in Robeson County to assess their training needs and develop programs specifically designed to respond to those needs.

Cooperative Skills training allows the freedom to select the exact means and methods which will get the training done when and how industry wants it. There is no minimum length of training. There is no minimum or maximum number of students.

This program is flexible enough to address both the general training needs of the industrial community and the specific needs of individual companies.

For further details of this program, contact the Coordinator of Cooperative Skills Training.

## **New and Expanding Industry Training**

One of the basic objectives of Robeson Technical College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, Robeson Technical College, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and, in developing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Robeson Technical College or leased space in the community.
5. Assumption of installation cost of equipment in the temporary training facility.
6. Payment of one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this program, please contact the Vice President for Adult and Continuing Education.

### **Management Development Program**

The management development program is designed to give the new manager or supervisor a headstart and to make a good manager better. The program is based on individual development instead of tests and grades. Managers and future managers should enroll in the program with the idea of improving their management skills.

Classes will be scheduled on a regular basis day or night, in the plant or business, or at the college. Interested persons may obtain additional information by calling the Division of Adult and Continuing Education. Registration for each course is \$10.

Some of the courses that have been offered are listed below. Other courses may be arranged upon request of individuals, business, or industry.

Art of Motivating People  
Computer Literacy  
Effective Speaking  
Effective Writing  
First Aid and CPR  
Human Relations

Job Methods  
Labor Laws for Supervisors  
Principles of Supervision  
Production Improvement  
Work Measurement

# Industrial and Community Service Course Descriptions

<b>NUR 3100</b>	<b>Activity Coordinator Training</b>	<b>52½ Hrs.</b>
This course is designed for nursing home, rest home, and family care home administrators and activity coordinators. Upon completion of the course, participants will meet the state minimum licensing standards for Homes for the Aged and Family Care Homes of North Carolina. This course provides for training to develop and coordinate activities for aging citizens that will motivate these individuals to continue an active, fulfilling, and longer life. 5.2 CEU		
<b>AHR 3005</b>	<b>Air Conditioning and Refrigeration</b>	<b>84 Hrs.</b>
This course provides instruction in understanding the theory behind the installation and equipment necessary to air conditioning and refrigeration units as well as giving practical experience in repairing these systems. 8.4 CEU		
<b>MEM 3510</b>	<b>Appliance Repair, Small and Major</b>	<b>84 Hrs.</b>
Training in small and major appliance service and repair, including basic electricity as it applies to small and major appliance controls and operation, with shop work on toasters, fans, vacuum cleaners, electric irons, mixers, blenders, etc. 8.4 CEU		
<b>MEM 3519</b>	<b>Auto Body Repair</b>	<b>84 Hrs.</b>
A course to give the student some experience in minor repairs of dents, and straightening or replacing fenders on cars and trucks. Emphasis will be placed on sanding, taping, painting and finishing of parts repaired. 8.4 CEU		
<b>MEM 3521</b>	<b>Auto Engine Tune-up</b>	<b>84 Hrs.</b>
A study of engine performance with emphasis on diagnostic methods of testing plugs, points, condensers, electrical systems, and carburetors. Modern testing equipment will be used to diagnose trouble with practical problems in troubleshooting. 8.4 CEU		
<b>AUT 3002</b>	<b>Automotive Mechanics</b>	<b>84 Hrs.</b>
A course stressing the construction and operation of components of internal combustion engines, testing of engine performance, servicing and maintenance of pistons, valves, cams, camshafts, oil pumps, fueling, lubrication, exhaust and electrical systems. The student will practice testing for problems before the engines are serviced to enable him/her to diagnose problems before overhaul. 8.4 CEU		
<b>DMK 3203</b>	<b>Banking, Principles of</b>	<b>45 Hrs.</b>
This course presents the fundamentals of bank functions in a descriptive fashion. The beginning student in bank education can learn each different function of banking and see how all functions fit together. It deals with the "what" and "why" of banking, rather than the "how." Principles of Banking is an excellent course to obtain a broad overview of banking for all levels of bankers and students. 4.5 CEU		
<b>MEM 3517</b>	<b>Boat Building</b>	<b>92 Hrs.</b>
A course designed to teach the student how to construct and build a one-man or two-man plywood boat. Topics covered in practical application will include laying out, cutting, fitting, glueing, and nailing the necessary parts together. Finishing the boat with sanding, varnishing and painting methods will also be covered. 9.2 CEU		

<b>BPR 3001 Blueprint Reading</b>	<b>72 Hrs.</b>
A course presenting principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, walls, doors, windows, and roofs will be included. 7.2 CEU	
<b>MAS 3001 Bricklaying, Basic</b>	<b>84 Hrs.</b>
Bricklaying involving the practices and methods of the masonry trade. Analysis, demonstration, and discussion are used to improve fundamental techniques in mixing and stringing mortar; laying bricks and blocks; masonry cutting materials; masonry and metal bonding; corner and wall construction. 8.4 CEU	
<b>MEM 3517 Practical Woodworking</b>	<b>84 Hrs.</b>
A course introducing skills for cabinet making. Hand and power wood-working tools will be introduced and utilized by the students. Lectures, demonstrations, and student practical applications concerning cabinet making will take place. This course is designed for the home owner. 8.4 CEU	
<b>MEM 3517 Carpentry, Basic</b>	<b>84 Hrs.</b>
A course covering the fundamentals of all phases of carpentry. Included in the topics to be studied are: hand tools, use of framing square, laying out, cutting joints framing and remodeling. The student will spend a large amount of time in practical application working with hand tools. 8.4 CEU	
<b>MIC 3401 Chair Seat Weaving</b>	<b>72 Hrs.</b>
This course deals with the types of materials used, tools needed, preparation of chair, patterns, and methods used in chair seat weaving. It provides an opportunity for practical experiences working with cane or rush bottoms for chairs and stools. 7.2 CEU	
<b>EDP 3009 Data Processing, Introduction to</b>	<b>45 Hrs.</b>
This course is designed to introduce the student to basic terminology, concepts, and principles of business data processing, and programming. Emphasis will be placed on the basic ideas that the student should master in preparation for learning a programming language. 4.5 CEU	
<b>NUR 3040 Death and Dying</b>	<b>30 Hrs.</b>
This course is designed for anyone who comes in contact with a dying person or family member who is facing death. It covers such topics as: fear of death, reactions to death, handling grief, sudden death, death of a child, techniques for working with the terminally ill, religious or spiritual aspects of death, and funeral customs and services. 3.0 CEU	
<b>DFT 3001 Drafting, Introduction to</b>	<b>72 Hrs.</b>
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry and freehand sketching consisting of orthographic and pictorial drawings. 7.2 CEU	
<b>ELN 3006 Electric Devices</b>	<b>84 Hrs.</b>
A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repair of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, check for shorts and grounds and balancing rotors and armatures. 8.4 CEU	

**AGR 3402 Farriering** 84 Hrs.  
A course designed to familiarize horseowners with the basic art of farriering to include: the anatomy of the foot, handling the feet, trimming the hoof, the shoe, and nailing the shoe. 8.4 CEU

**SAF 3007 First Aid, Multimedia** 12 Hrs.  
A course taught by an American Red Cross approved instructor and open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. 1.2 CEU

**SAF 3004 First Aid (Standard)** 12 Hrs.  
A course taught by an American Red Cross approved instructor and is open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. (This course is designed to be taught without the aid of media materials.) 1.2 CEU

**DMK 3600 Forklift Operator** 8 Hrs.  
The course includes instruction in the following topics: capabilities of the equipment and attachments; purpose, use, and limitations of controls; how to make daily checks; practice in operation of vehicles through their functions; safety standards. Upon completion of the training sessions, the student will qualify for a license to operate an industrial truck. .8 CEU

**AUT 3007 Front End Alignment and Wheel Balancing** 84 Hrs.  
The theory and practice of front end alignment and balancing techniques of wheels and tires, stressing the importance of a completely balanced system as related to efficient and economical operation of the automobile. 8.4 CEU

**MIC 3409 Furniture Refinishing** 84 Hrs.  
Furniture refinishing is a basic course dealing with the skills of repairing and refinishing furniture. Students will be taught how to remove damaged finishes and apply a variety of new finishes. 8.4 CEU

**AHR 3004 Gas and Oil Burner Servicing** 84 Hrs.  
Instruction for service men, steam fitters, sheet metal men and others in the construction and operation of various types of heating equipment, such as high pressure oil burners, installation of conversion burners, servicing of nozzles, electrodes and pumps, and basic controls and circuits. 8.4 CEU

**MIC 3410 Ground School for Pilots** 33 Hrs.  
A course including all necessary flight preparatory information, including flight theory, aircraft performance, air traffic rules, radio navigation, flight planning, weather interpretation, and radio communication procedures. Upon completion of the course, students should be prepared to complete successfully the F.A.A. Private Pilot written examination which will be offered. 3.3 CEU

**AGR 3001 Home Gardening 84 Hrs.**

A practical course for the homeowner who wishes to have a vegetable garden, small or large. The course will deal with soil preparation, layout of the garden, planting, fertilization, weed and pest control, and harvesting. Some of the vegetable crops dealt with are asparagus, greens (spinach, collards, mustard), salad crops (lettuce, celery), root crops (turnips, potatoes, radishes, beets, carrots). Other crops are beans, peas, tomatoes, and peppers. 8.4 CEU

**PSY 2001 Human Relations 20 Hrs.**

Presenting the fundamental principles of good supervisor-employee relations and concrete elements which simplify and clarify the complicated subject of human reaction. Material presented has been drawn from the work experiences of successful supervisors who have recognized and practiced the principles of good human relations. 2.0 CEU

**TEX 3019 Industrial Sewing Machine Mechanics 72 Hrs.**

The course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one-, two-, three-, and four-thread needle machines and the types of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.2 CEU

**DMK 3306 Insurance - General Principles 22 Hrs.**

Upon successful completion of this course, the student should be able to identify the types of risk, and know how to apply the risk management concepts to said risks; to discuss the various types of insurance and functions of insurance companies; and to interpret the various laws and regulations affecting the insurance industry. 2.2 CEU

**DMK 3307 Insurance - Life, Accident & Health 22 Hrs.**

Upon successful completion of this course, the student should be able to discuss exposures, types, policy provisions and practices of life, health, and accident insurance; to program life and health insurance; to interpret the regulations and laws specifically applying to life, health and accident agents; and to describe the various social insurance plans. 2.2 CEU

**DMK 3308 Insurance - Fire and Casualty 22 Hrs.**

Upon successful completion of this course, the student should be able to discuss automobile insurance, general liability exposures and insurance, worker's compensation, commercial fire and other insurance, homeowner's insurance, crime insurance, and government fire and casualty insurance. 2.2 CEU

**AGR 3303 Landscaping 84 Hrs.**

A course to help the student understand the importance of basic planning in developing the landscape, law and shrubbery arrangement. Instruction during the quarter will cover planting, fertilizing, pruning, and care of ornamental plants. 8.4 CEU

**AGR 3101 Mechanics, Farm 84 Hrs.**

A basic course offered in conjunction with the Vocational Agriculture Departments in the county for adult farmers and homeowners interested in the broad areas of mechanics. Among the topics covered are carpentry, welding, electricity, plumbing, gasoline engines, electric motors and farm machinery. Each student will be able to spend a certain amount of time in the area of his choice. 8.4 CEU

**ELC 3001 National Electric Code****15 Hrs.**

A course based on the National Electric Code, designed to prepare the experienced electrician for a licensing examination. The course will review the basic principles of electricity and offers a thorough study of the National Electric Code and the North Carolina regulations governing electrical work. 1.5 CEU

**NUR 3023 Nurses Assistant****91 Hrs.**

A course designed to enable the nurses assistant to play his/her part in the health team by assisting the professional nurse in giving bedside care to selected patients. The student is taught to give bedside care by lecture, demonstration, and supervised practice in the nursing laboratory. 9.1 CEU

**HOS 3023 Nutrition and Menu Planning****60 Hrs.**

This class is designed to train students in the art and science of quantity food preparation with particular emphasis on institution food service. The students will also study how to give their meals the gourmet touch by means of subtle flavoring, herbs, and spices. 6.0 CEU

**PLU 3003 Plumbing, Basic****84 Hrs.**

Instruction for those having no previous training in plumbing practice, nor special knowledge of the requirements, but who wish to plan, install and maintain simple plumbing systems in accordance with good practice. Included in the topics covered are closets, traps, vents, sewers, valves, faucets, pipe fittings, pipe cutting and threading, and roughing in a complete plumbing system. 8.4 CEU

**NUR 3030 Prenatal Care (Lamaze Childbirth Techniques)****18 Hrs.**

This course is designed to prepare expectant parents mentally and physically for labor and delivery, and to teach them about pregnancy and early child care. Material covered includes: anatomy and physiology of pregnancy and fetal development; what happens during labor and delivery; post-partum period; early baby care; breastfeeding; adjustment to parenthood; the Lamaze technique and active relaxation and breathing techniques for labor and delivery; and a film depicting the Lamaze technique and a live birth. It is suggested that the course be taken by both parents during the last three months of pregnancy, but mothers may take the course without the baby's father. 1.8 CEU

**BUS 3106 Principles of Supervision****30 Hrs.**

Discussion in depth of the principles of organization and management. Practical approaches to business needs of planning, directing, organizing, coordinating, and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his/her personal efficiency. 4.2 CEU

**DMK 3502 Real Estate Prelicensing Program****165 Hrs.**

This course will cover sale, promotion, contracts, legal aspects, and other relevant subjects of real estate sales. It should benefit property owners and real estate personnel, and be helpful to those desiring to become licensed relators. 16.5 CEU

**AHR 3005 Refrigeration, Introduction to****84 Hrs.**

A course to teach terminology, laws of refrigeration, absolute pressure and temperature, energy conversion units, specific and latent heat, refrigeration cycle, tools, and methods applicable to refrigeration. 8.4 CEU

ELC 3002	Residential Wiring	84 Hrs.
Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications, such as services, switch boards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electric Code regulation in actual buildings. 8.4 CEU		
TEX 3019	Sewing Machine Mechanics	72 Hrs.
This course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one-, two-, three-, and four-thread needle machines and the type of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.2 CEU		
LAN 2009	Sign Language and Manual Communication	24 Hrs.
This class is designed to teach communication skills through a minimum vocabulary of signs. A knowledge of the basic signs used by deaf people today is taught through games, songs, and drills. The two types of vocabulary include hearing people's way of signing as well as deaf people's way of signing. 2.4 CEU		
MEM 3504	Small Engine Repair	84 Hrs.
A course teaching preventive maintenance, troubleshooting, and repair of two- and four-cycle, one-cylinder gasoline engines, and their power train auxiliary engines used in industry and elsewhere. 8.4 CEU		
CIV 3004	Surveying	72 Hrs.
A study of basic instrumentation and topography. Students will be exposed to surveying through lecture, demonstration, and practical application. Material to be covered will be profile leveling, cross sections, earthwork computations, transit stadia and transit-tape surveys. 7.2 CEU		
TEX 3014	Upholstery	84 Hrs.
A course designed to help beginning students understand the basic principles of upholstering, and to give them opportunities to upholster a simple home furnishing. Automotive upholstery will be covered in this course also. 8.4 CEU		
CIV 3005	Wastewater Treatment Operator	78 Hrs.
An introductory course covering the history of wastewater disposal methods, origins of wastewater, terminology, types of sewers, wastewater treatment processes, objectives of primary treatment, and objectives of secondary treatment. 7.8 CEU		
WLD 3007	Welding, Basic	84 Hrs.
A course concentrating on the use of AC and DC welding equipment. Welding heats, polarities and electrodes in joining various metals, together with practice in running various welding beads. Safety procedures are emphasized throughout the course in the use of tools and equipment. The student will also acquire practice in using the oxyacetylene torch for cutting, welding and brazing. 8.4 CEU		

# **Emergency Services Education**

## **Health Related Training**

Robeson Technical College offers special courses in nursing and other health related occupations to the local community. Many of these special programs are administered in cooperation with the area health institutions and agencies. Course offerings have included:

Activity Coordinator Training	Mobile Intensive Care Nursing
Coronary Care Nursing	Neurological Nursing
CPR (Cardiopulmonary Resuscitation)	Nurses Assistant
Death and Dying	Operating Room Techniques
First Aid	Patient Education
Geriatric Nursing	Pediatric Nursing
Hospital Fire Safety	Psychiatric Nursing
Medical Self Help	Stress Management
Medical Terminology	

## **Emergency Medical Technician**

This program is designed primarily for ambulance attendants, rescue squad personnel, firefighters, and law enforcement officers, but is offered to other interested persons, such as teachers, coaches, industrial safety brigade, and the general public. The program is offered in cooperation with the North Carolina Office of Emergency Medical Services and meets all state and national standards.

The basic Emergency Medical Technician course consists of training in the following areas: Roles and responsibilities of the EMT; airway obstruction and pulmonary arrest; mechanical aids to breathing; cardiac arrest; bleeding, shock, airway care, pulmonary resuscitation, and cardiopulmonary resuscitation; wounds; fractures of the lower and upper extremities; injuries to the face, head, neck, and spine; injuries to the eye, chest, abdomen, pelvis, and genitalia; emergency childbirth; lifting and moving patients; environmental emergencies; and, operating an emergency vehicle.

The basic Emergency Medical Technician course and the EMT Refresher course are offered several times per year on campus and at various locations throughout the county. Rescue squads, fire departments, law enforcement agencies, and industries may offer the emergency medical programs in their buildings.

The EMT-IV Program and the Emergency Care Nurses Education Program are available to rescue squad personnel, ambulance attendants, and qualified nurses.

## **Fire Service Training**

Robeson Technical College offers fire training to both volunteer and career firefighters. This training, taken directly to the local fire departments, allows

the firefighters to be trained as an organized group utilizing equipment ordinarily used in controlling fire.

Instruction offered by the Fire Service Training program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the firefighter's initiative and judgment, safe habits, and correct situation experiences. Materials and texts used are those approved by the International Fire Service Training Association. Fire Service Training includes the units of firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.

Courses that are normally taken by individual fire departments, along with the minimum number of hours per course, are listed below:

Introduction to Firefighting	42
Forcible Entry	9
Rope Practices	6
Portable Fire Extinguishers	9
Ladder Practices	9
Hose Practices	12
Salvage and Overhaul Practices	9
Fire Steam Practices	12
Fire Apparatus Practices	12
Ventilation	9
Rescue Practices	12
Protective Breathing Equipment	9
Firefighting Procedures	12

In addition to the standard units of training, the following specialized courses are offered:

Teacher Education	LP Gas Emergencies
Arson Detection	Hospital Fire Safety
Fire Brigade Training for Industry	Officer Training
First Aid for Firemen	Home Fire Safety
Civil Disorder	Radiological Monitoring
Emergency Medical Technician	Area Fire School
Bombing and Bomb Threats	Hazardous Materials Emergencies
Care of Burns	Radio Communication
CPR	First Responder

### Law Enforcement Training

Robeson Technical College offers basic, in-service and advanced law enforcement training to personnel of law enforcement agencies. The goal is to promote and provide adequate training and education courses in legal and technological fields that will keep law enforcement officers abreast of advancements in law enforcement techniques.

North Carolina State Law requires that new police officers complete the 369-hour Basic Recruit Training Course within the first year of employment. Robeson Technical College is certified to offer the Basic Recruit Training Course which is normally offered twice per year.

Other courses, some of which are listed below, are offered periodically or upon request from an individual department. These courses are designed to provide specialized training to the certified law enforcement officer.

Accident Investigation  
Bomb Threats  
Breathalyzer Training  
Civil Liabilities  
Criminal Investigation  
Emergency Medical Technician  
Fingerprinting  
Firearms Training

First Responder  
Homicide Investigation  
Hostage Negotiations  
Jail Administration School  
Radar Operator School  
Riot Control and Civil Disturbances  
Supervision for Law Enforcement  
Officers



## Enrichment Education

Enrichment education courses are designed to provide educational opportunities for adults for cultural enrichment, self-fulfillment, personal satisfaction, and other general interests.

Any adult who can profit from instruction may enroll. Persons may enroll in either day or evening classes and may enroll in classes on campus, or at other specified areas in the county.



# **Enrichment Education**

## **Course Descriptions**

<b>AVO 2010 Art</b>	<b>36 Hrs.</b>
This course includes the fundamentals of drawing and painting and the different media used. Color theory and composition will be emphasized. Selection, care, and use of supplies and equipment will be taught. 3.6 CEU	
<b>REL 2001 Bible</b>	<b>36 Hrs.</b>
A course designed to be both broad and specific in nature. Student preference and request determine the nature of the course. This course can be a broad look at the Old Testament or the New Testament. It may follow the Sunday School lessons or it may concentrate on one book, one prophet, or one era. The student may contact RTC prior to registration to obtain information on the specific nature of each course. 3.6 CEU	
<b>AVO 2061 Cake Decoration, Beginning</b>	<b>36 Hrs.</b>
A course emphasizing decorating equipment and its use. Students will learn pressure control of decorating utensils, the art of forming decorative flowers and forms, and the art of writing on cakes. Instruction will be provided for decorating cakes for all occasions. 3.6 CEU	
<b>AVO 2055 Calligraphy</b>	<b>36 Hrs.</b>
This course is designed to promote skills and knowledge in the art of creative penmanship. Students will be introduced to working with a broad pen form and construction of basic lettering. During the course the history and development of the alphabet and writing will be presented. Instruction in basic layout and design will be included. 3.6 CEU	
<b>AVO 2019 Ceramics</b>	<b>36 Hrs.</b>
A course introducing the student to the art of ceramics. Pouring of molds, the use of glazes, painting, and kiln operation and firing will be taught. Major equipment is furnished. Students furnish their own supplies and may retain the articles which they make. 3.6 CEU	
<b>AVO 2003 Crafts, Creative</b>	<b>36 Hrs.</b>
A hobby type class for the student who wants to learn various crafts. It introduces various crafts including block printing, jewelry making, decoupage, eggery, tole painting, macrame, string art, and various Christmas crafts. 3.6 CEU	
<b>AVO 2003 Crafts: Paint on Wood</b>	<b>36 Hrs.</b>
Class will teach the old primitive folk art of painting on wood. Learn how to transfer patterns, paint, add facial details, calico prints and other details to cut wood pieces such as welcome signs, ducks, cows, bears, coat racks, shelves, tavern signs and much, much, more. 3.6 CEU	
<b>AVO 2003 Crafts: Stuffed Animals/Doll Making</b>	<b>36 Hrs.</b>
Class will include making Raggedy Ann & Andy, stuffed monkeys, soft sculptured dolls, teddy bears. Class will include cutting, sewing, stuffing, adding facial details, putting in hair and dressing. 3.6 CEU	

<b>HMK 3018 Chinese Cooking, Beginning</b>	<b>30 Hrs.</b>
A lecture/laboratory class which introduces the student to the Chinese methods of cooking with a wok, as well as other types of cooking. Students will be introduced to the correct technique of cutting meats and vegetables, how to isolate the five primary flavors, and how to incorporate flavor, aroma, texture, and color into each dish they prepare. 3.0 CEU	
<b>HMK 3018 Chinese Cooking, Advanced</b>	<b>30 Hrs.</b>
A lecture/laboratory class designed to follow Beginning Chinese Cooking where more advanced methods of cooking will be introduced. Some dishes to be included are Mongolian Bar-B-Que, Chinese Duck, Lobster Cantonese, Lemon Chicken, Muu Shu Pork, Sushi and others. 3.0 CEU	
<b>AVO 2068 Crocheting</b>	<b>36 Hrs.</b>
A course designed to teach the fundamentals of crocheting. Students will learn abbreviations, patterns terms, and how to follow directions. Instruction will include basic crocheting stitches, the study of yarns, and the construction of simple garments. 3.6 CEU	
<b>AVO 2026 Doll Making</b>	<b>36 Hrs.</b>
This course is designed to teach the fundamentals of doll making. Students will learn to cut their own patterns, put dolls together, stuff, do facial features with embroidery, sew on hair, and make clothes for several different types of dolls. 3.6 CEU	
<b>AVO 2026 Dolls: Soft Sculpture</b>	<b>36 Hrs.</b>
Students will learn to sculpture with needle and thread on soft fabrics to create a "Cabbage Patch" like doll. Class will include cutting, preparing the material, sewing, stuffing, needle and thread sculpture of facial features and dressing. 3.6 CEU	
<b>HMK 3013 Drapery Making</b>	<b>36 Hrs.</b>
This course is an advanced sewing class designed to teach the art of making window treatments. Students will learn to properly measure windows and material needed for the window treatment. Instruction will also be given in making lined and unlined draperies. Students will make their own set of draperies as a finished product of this course. 3.6 CEU	
<b>AVO 2072 Floral Design</b>	<b>36 Hrs.</b>
Students study and practice the art forms and principles of flower arranging. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions. Methods of flower and greenery preservation will be taught. 3.6 CEU	
<b>AVO 2073 Flower Arranging</b>	<b>36 Hrs.</b>
A course designed to promote skills and knowledge in Japanese Flower Arranging through the application of appropriate principles and techniques. Students will learn methods of design and a brief history of the meaning of placement. The appropriate type containers for each design will be discussed. Instructor will encourage students to participate in doing their own arrangements. 3.6 CEU	
<b>AVO 2012 Group Piano</b>	<b>36 Hrs.</b>
This course is designed as a lecture/laboratory class. It is highly structured, providing valid theory for all music, with the piano as the specific instrument. The adult begins	

with elementary note reading; goes to multiple note reading, from simple to complex time. All key signatures are learned, as well as all major scales one octave ascending and descending. The student will learn how to build major, minor, augmented, diminished, dominant seventh chords, and the recognition of their chord symbols. Individual time at the keyboard is structured into the course itself. 3.6 CEU

**HMK 3023 Interior Design 36 Hrs.**

A course designed to achieve beauty and comfort in the home. Emphasis will be placed on furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a study of room arrangement and current trends. Practical application of the basic design elements will be related to student needs and interests. 3.6 CEU

**AVO 2062 Knitting, Beginning 36 Hrs.**

A course designed to teach the fundamentals of knitting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic knitting stitches, the study of yarns, and the construction of simple garments. Students are required to furnish needles and thread. 3.6 CEU

**AVO 2045 Lampshades: Pierced, Sculptured and Stenciled 36 Hrs.**

Learn to make lampshades in a variety of sizes, shapes and colors. Also learn how to transfer patterns to the shade to be pierced and sculptured. These shades are also perfect to paint and stencil. Additional stenciling projects on fabric and wood will also be included in the class. 3.6 CEU

**AVO 2024 Macrame 36 Hrs.**

This course is designed to teach students the techniques of tying knots as they are applied to Macrame crafts. The end product is used for flower pot hangers, wall hangings, pocketbooks, etc. Different types of yarns will be discussed as they apply to Macrame. 3.6 CEU

**AVO 2009 Needlecrafts/Cross Stitch 36 Hrs.**

A course in the art and skill of counted cross stitch. Emphasis will be placed on the methods of transferring a pattern from a printed graph to the different types of material that are available for cross stitching. Students will learn to make items such as pictures, pillows, Christmas decorations, bell pulls and bed spreads. 3.6 CEU

**AVO 2009 Needlecrafts/Needlepoint 36 Hrs.**

Instruction in the fundamentals of needlepoint. Instruction will include types of stitches, use of kits, and original designs on needlepoint canvas. Students will learn abbreviations, symbols, and terms and how to follow directions. Students will work on simple projects of their choice. 3.6 CEU

**HMK 3004 Nutrition/Food Preparation 24 Hrs.**

This course is designed to develop a better understanding of how microwaves work as a method of cooking. Students will learn how to cook using the microwave, what foods cook best, how to prepare foods, and which methods of cooking to use. Emphasis will be placed on converting conventional recipes, using the cooking probe, the browning dish, the turntable, cook powers, cook temperatures, and how to program the microwave. Foods will be prepared each night for the students to sample. 2.4 CEU

**EDU 3066 Parent-Child Relations 24 Hrs.**

A course designed to increase self-esteem, improve family communication, and improve

attitudes. Emphasis will be placed on recognizing and handling feelings, dialogue between parent and child, self-esteem, discipline and problem solving, values, and sex education and human sexuality. 2.4 CEU

**AVO 2065 Party Food Preparation 36 Hrs.**

A course designed for adults interested in preparing foods to be served at special parties, such as teas, receptions, and coffee hours. It will include suggestions for beverages of different types, and all sorts of "finger food" as well as some ideas for refreshments of a more substantial nature. 3.6 CEU

**ART 2011 Photography 36 Hrs.**

This course is designed to introduce basic principles of how a camera works to the non-professional photographer. Students will learn "tricks of the trade" for improving home pictures. There will be a brief introduction of the darkroom and methods of processing film. 3.6 CEU

**AVO 2035 Pottery 48 Hrs.**

This course is designed to demonstrate techniques involved in producing clay products by using the hand wheel and the electric wheel. Elements of design and methods of decorating will be included. 4.8 CEU

**HMK 3031 Quilting 60 Hrs.**

A course designed for students interested in quilting and applique. Emphasis will be placed on pattern making, piecing, marking, cutting, preparation for sewing, stitching and finishing. Students will learn to make a pillow and a quilt, using the lap quilting technique. 6.0 CEU

**HMK 3022 Smocking 36 Hrs.**

This course is designed to teach the fundamentals of smocking. Instruction will include two methods of hand smocking; (1) using a pleater, (2) transferring dots to materials. The instructor will have a variety of samples for students to see; such as children and adult clothing, and Christmas ornaments. 3.6 CEU

**HMK 3002 Sewing/Lingerie 36 Hrs.**

This course is designed for students interested in making lingerie. Emphasis will be placed on pattern making, marking, cutting and preparing material to be sewn. Students will learn how to apply lace and proper ways of finishing each piece. Students will also be made aware of how much money can be saved by making lingerie. 3.6 CEU

**HMK 3002 Sewing/Holiday Crafts 36 Hrs.**

This class will concentrate on making items from fabric, for the fast approaching holiday season. Class projects will include stuffed Christmas trees, ruffled wreaths, tree skirts, stockings, braided wreaths and much more. Perfect for gift giving or decorations. 3.6 CEU

**AVO 2003 Stenciling/Scissor Cutting 36 Hrs.**

This class will teach the student how to cut and make a stencil. Class projects will include stenciling a floor canvas as well as tavern signs, checkerboards and other wood items. Scissor cutting, an old German folk art, will also be included. 3.6 CEU

Other Enrichment Education courses are offered periodically and/or upon request. A partial listing of such courses is listed below:

Art/Oil Painting	Painting on Wood
Basket Weaving	Parenting Skills
Chair Caning	Porcelain
Child Development	Public Speaking
Drapery Making	Speed Reading
Drawing: Basic	Stained Glass
Hooking & Braiding Rugs	Tole Painting
Japanese Flower Arranging	Wallpaper Hanging
Landscaping	Wood Carving
Music, Choral	
Music, Instrumental	

## **J.O.B.S. Program**

The Job Orientation and Basic Skills program is designed to help the unemployed and the underemployed adult to develop the skills necessary to obtain and maintain employment. Through group discussions, group activities, and group interactions, students develop: (1) more confidence in themselves and their abilities; (2) attitudes necessary to get along with the work force; (3) skills in completing job applications, writing resumes' and job interviews; and, (4) skills in reading, math, and English. The classroom activities and setting are geared to meet the needs of the students with special emphasis on employers' expectations of employees.

Counseling, either personal or job related, is provided from the beginning of class according to individual needs. Student referrals to other special programs or supportive services may be necessary. Follow-up is done on each participant to monitor individual job performance and academic success, or to assist with problems should they occur.

Classes are scheduled on a regular basis and generally last for one month. For additional information, contact the Director of the J.O.B.S. Program at Robeson Technical College.

## **Additional Courses**

If 12 or more people want to learn about a subject which is not currently offered, the college will make every effort to find a qualified instructor and offer the course anywhere in Robeson County where suitable space is available. Requests may be made by calling the Adult and Continuing Education Division at 738-7101, extension 123.

## The Visiting Artist Program

The Visiting Artist Program at Robeson Technical College is one part of a state-wide program involving artists and institutions within the North Carolina Community College System.

The program was begun in 1971 as a cooperative effort between the North Carolina Arts Council and the Department of Community Colleges. The purpose of the program is the enhancement and cultivation of the arts.

The most important function of a visiting artist is to share his particular art form with the community. In this capacity, the artist performs a wide range of functions, such as lecture-demonstrations, concerts, exhibits and special programs for public schools, civic clubs, arts councils and other community organizations.

The artist also organizes and participates in exchange programs with artists from other institutions around the state in order to bring varied artistic exposure to communities.

In addition to these community functions, the artist is allocated time to develop his particular art form. Thus, the program helps the artist to grow professionally.

The artists in the program work in a wide range of art forms including crafts, dance, drama, folk arts, mime, music, painting, poetry and sculpture.

Arrangements to schedule an activity may be made by contacting the artist at (919) 738-7101, or write to: The Visiting Artist, Robeson Technical College, P. O. Box 1420, Lumberton, NC 28359.





